

Sample Cover Letter that Got Interview - 2013

Dear Hiring Manager,

It is with great enthusiasm that I am applying for the position of Senior Writer and Editor in the Office of Communication. I am a deep admirer of The Ford Foundation and its smart, strategic approach to transforming lives around the globe. All people should have the opportunity to reach their full potential—and a voice in the decisions that affect them. I would like to use my talents to further that mission.

As you will see in my resume, the Senior Writer and Editor position would fully utilize my background in shaping complex economic, scientific, policy and environmental justice ideas into influential messages. I am a clear thinker with the ability to explain high-level ideas. At Environmental Defense Fund (EDF), I write brochures, newsletters, op-eds, speeches, board communications, fact sheets, and multimedia scripts for domestic and international audiences, including the World Economic Forum in Davos. I also edit position papers, white papers, and various digital materials.

I bring to my projects the discipline, versatility and editing rigor of an experienced journalist. As chief writer for programs at PBS and ABC News, I worked closely with Bill Moyers, Peter Jennings, Barbara Walters and Diane Sawyer, crafting their on-camera message and engaging audiences.

I am a strong team player, experienced in collaborating with executive staff, senior economists, policy experts, lawyers, scientists, program managers, field staff, interns, designers, researchers, and web writers. I am good at wrangling busy people, gently prodding them to keep moving forward on projects.

In all of my previous jobs, I have trafficked editorial projects, managed freelancers and juggled deadlines to ensure that needs are identified and met in time for a review process that might include many players from different disciplines.

I want to work at The Ford Foundation because your work matters. The scope and focus of your initiatives, grants and philanthropic leadership resonate around the world. My record demonstrates that I could hit the ground running, writing, editing, synthesizing, and clarifying multi-dimensional policies for various audiences and platforms.

I welcome the opportunity to discuss how I might use my experience to further your agenda. You can reach me at 917 123 4567 and name@gmail.com

Thank you for your consideration and I look forward to having a conversation with you in the near future.

Sincerely,
name name