

Name
Address1
Address2
email

February 3, 2012

Ms. NAME NAME, Executive Director
Innocence Project
40 Worth Street, Suite 701
New York, NY 10013

Dear Ms. NAME,

It is with great interest that I am applying for the position of Program Administrator at the Innocence Network.

This is a dream job for me, where I can combine my passionate belief in your mission of exonerating innocent people with my extensive experience in operations, project and relationship management. I've admired the Innocence Project since my time at NYU Law School and it would be a privilege to advance the Innocence Network's strategic plan and policy agenda. I'll bring my operational skills, project management background and proven track record of initiating and developing successful strategies and programs to strengthen and build the Innocence Network's capacity to help its members increase their fundraising and program capacity. I'm especially excited about being part of the strategic planning process, as a way to build community while charting a path to improving our system of justice.

As you will see from my resume, I am a highly experienced project leader and administrator, with the essential planning, pragmatic and political skills to get a mission accomplished. I have successfully planned and managed large-scale multi-national projects and led experienced and professional teams similar to that of the Innocence Project and Network. In spearheading a \$124 million NYU Law School building project from site acquisition through completion, I effectively handled the complex government relations, media outreach, fundraising, financing and legal issues by drawing upon my strong analytical, organization and long range planning skills. I would bring this ability to build, track and advance multiple activities to the Innocence Network and ensure movement on the Network's important agenda.

You need someone who can quickly build productive relationships. This is one of my fortes; in fact, I take great satisfaction in the many deep and trusted relationships I have developed and maintained with trustees, faculty, students and staff. In particular, I spent many years working and partnering with NYU Law School faculty and practicing attorneys, including the recruitment of faculty, creating the support systems required for faculty to focus on teaching and research, as well as building the infrastructure to launch new programs. Finally, I am know for possessing other attributes you mention, especially an entrepreneurial spirit, ability to triage competing priorities, diplomacy, flexibility and a sense of urgency to the job done and done well.

I want to work for the Innocence Network for many reasons. Chief among them is my deep belief in the Innocence Project's mission and work. By helping to exonerate innocent people and expose flaws in the justice system throughout the country, the Innocence Network makes our legal system more accountable and hopefully more just. My familiarity with the law makes me deeply aware of how important it is to have an independent chorus, keeping the system as honest as possible. It would be an honor to be part of the Innocence Network's essential work.

I welcome the opportunity to discuss how I might use my skills and experience to further your agenda as Program Administrator. You can reach me at 123-456-7890 and email.com.

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

Sincerely,

Name Name