

## Community Development cover letter

[Address]

[Phone]

[Date]

[Name], Local Initiatives Support Corporation  
[Address]  
New York, NY 10025

Dear Ms. [Name]:

I am writing to apply for your Research Systems Intern position. I was thrilled when I saw the opening for the internship yesterday because I have been an admirer of your organization for some time. After moving to New York in the summer of 2000, I had the pleasure of meeting [Name], who was the [Title] for LISC. [Name] and her staff were beginning work on a knowledge management system to ensure that community development resources were readily available to both LISC and CDC staff. Based on the content of your posting and the material now available on your website, it is clear that LISC has made tremendous progress on this project.

I believe I am uniquely qualified for this internship. My four years of experience as an information technology consultant with [Company] emphasized the importance of knowledge management. I understand how crucial it is to have timely, relevant information available to decision-makers in a format they can easily access and comprehend. At [Company], I acted as the knowledge management coordinator on several projects, determining how we should customize the information database for each project and compiling materials that would be most useful for our internal users. The experience taught me that such a database, if managed properly, could promote the development of a large network of individuals working toward a common goal.

In addition to my experience with knowledge management, I have a strong interest in community development. For example, I have been working with Seedco, an organization that provides financial and technical assistance for nonprofit organizations and small businesses in disadvantaged communities. One of Seedco's grantees and I are developing an earned income venture that will become an independent source of revenue and offer job training for the grantee's clients. Also, I have worked with the Regional Plan Association of New York, New Jersey, and Connecticut to assess the level and quality of affordable housing in the metropolitan area. While these experiences have been invaluable, an internship at LISC would further develop my understanding of the community development literature while allowing me to contribute to the important work of the ODI team.

I believe that my experience in knowledge management, my background in consulting, and my interest in community development would enable me to make a strong contribution as your Research Systems Intern. As requested, I have included two writing samples and a copy of my current resume to support my application. Please let me know if there is any other information I should provide.

I look forward to talking with you soon about the position.

Sincerely,

[Student Name]  
MBA Candidate [Year], Columbia Business School

## Community Development cover letter

[Address]

[Phone]

[Date]

[Name], [Title]

[Organization]

[Address]

Dear Ms. [Name]:

[Names] recently informed me that you are hiring a Special Projects Coordinator at HDC. As I mentioned to you when we met at [Place] last month, I am finishing my second year of the MBA program at Columbia. My concentration is Real Estate Finance, and I have a strong interest in affordable housing. I have developed this interest through internships with the National Equity Fund (NEF) and Common Ground Community, a supportive housing developer here in New York.

My work experience and coursework have helped me develop an understanding of affordable housing financing. I understand that [Organization] addresses the financing needs of the affordable housing community by providing development financing and permanent loan products. As [Organization]'s Special Projects Coordinator, I think I would bring the underwriting skills required to assess a project's viability in terms of its construction and its permanent financing. During my internship with NEF, I have been responsible for ensuring that the new projects assigned to me meet NEF's underwriting standards in terms of debt service coverage, loan amortization and term, soft and hard contingency, projected net operating income, and replacement reserves. In addition to this general underwriting experience, my work at NEF has exposed me to the challenges of underwriting affordable housing projects using multiple layers of financing. I am familiar with calculating basis, assessing minimum gain and exit tax issues, and determining tax credit pricing for projects using a variety of funding sources, including the Low Income Housing Tax Credit (LIHTC). I know the as-of-right 4% credit provides an additional funding source for [Organization] projects financed with tax-exempt bonds. I believe my familiarity with the tax credit program would be invaluable to me as the Special Projects Coordinator.

Based on my discussions with you, [other names], and others in the industry, I believe [Organization] is well positioned to address the housing development needs of both the public and private sectors. I would welcome the opportunity to become a part to the [Organization] team, and I have attached my resume for your review. Should you require additional information, please feel free to contact me by phone or email. I look forward to meeting with you soon and would like to thank you in advance for your consideration.

Sincerely Yours,

[Name]

[Email]