

Education cover letter

[Name]
[Address]
[Phone]
[Date]

Mr. Dan Katzir
Managing Director
The Broad Foundation
10900 Wilshire Blvd. 12th Floor
Los Angeles, CA 90024

Dear Mr. Katzir:

I am a first year student at the Columbia Business School and would very much like to be considered for the summer internship at the Broad Foundation.

I have spent the last eight years in the field of education in both the public and private sectors. My experiences have included teaching primary grades in Pasadena as part of Teach For America, designing and teaching a professional development course for Brazilian teachers at a multinational language school in Rio de Janeiro, ramping up and managing a for-profit SCORE! Learning center, and working to improve the quality of one of the for-profit, Edison Charter schools. Please find attached a copy of my resume for greater detail.

My long-term goal is to create and run my own business or organization that combines education with entertainment (I also have done voice-over work) and that has a measurable impact on a specific community. I am particularly interested in working at the Broad Foundation because it would give me the opportunity to learn more about the investors' perspective on entrepreneurial ventures and, at the same time, work towards improving public education in this country. My focus on results, solid analytical ability, strong interpersonal skills, and entrepreneurial spirit would form the basis of my contribution to your organization.

I would very much appreciate the chance to interview to show why I would be a valuable member of the Broad Foundation team. In the meantime, please feel free to contact me at [Phone] if I can provide any additional information.

Thank you very much for your consideration. I look forward to hearing from you.

Sincerely,
[Name, Year of Graduation]
Columbia Business School
[Phone]