

**Foundation / Grantmaking cover letter**

[Address]  
[Phone]  
rst2007@columbia.edu

January 24, 2004

Dear [Name]:

As a second-year Columbia Business School student, hoping to pursue a career in grantmaking, I would like to apply for the position of Associate Program Officer. The [Organization]'s mission and approach to philanthropy are particularly aligned with my career aspirations. Moreover, I have developed the requisite analytical, communications, and management skills through my experience in the nonprofit sector and my business education.

I currently work part-time for the New York Regional Association of Grantmakers (NYRAG), where I am managing the creation and progress of a strategic development task force. As an intern at the Nonprofit Finance Fund (NFF) last summer, I provided financial and managerial consulting services to several workforce development organizations, as well as a theater company and educational service provider. Other assignments included writing NFF's 2002 Annual Report and analyzing the underlying capital structure of NYC's public, private and charter school systems.

At Columbia, I serve as President of the Social Enterprise Club, a 200-member organization dedicated to helping students professionally pursue business ventures that seek social benefits as their primary goal. Among my accomplishments have been bringing the 2004 national Net Impact Conference to Columbia; spearheading the 2003 Social Enterprise Conference, including a panel on venture philanthropy; and leading efforts to raise funding for nonprofit summer internships. This semester, I am serving as the Teaching Assistant for Professor Cathy Clark's class in Social Entrepreneurship.

Prior to attending Columbia, I worked as a financial reporter and editor for Smartmoney.com, the Wall Street Journal's online personal finance magazine. As Senior Economics Correspondent, I wrote editorials and articles on macroeconomic trends and appeared regularly as a commentator on financial news programs, including MSNBC and CNNfn. In 1998, I graduated Phi Beta Kappa, Magna Cum Laude from Yale University.

I have attached a copy of my resume and look forward to hearing from you soon. Thank you in advance for your consideration.

Sincerely,

Rebecca Thomas