

Venture Philanthropy/Consulting cover letter

[Address]

[Address]

[Date]

[Names]

[Name] Foundation

c/o The MBA-Nonprofit Connection

[Address]

[Address]

Dear [Names]:

I am writing to express my strong interest in the summer internship position posted with the MBA-Nonprofit Connection. My health care consulting experience combined with my studies toward a joint MBA/MSW degree at Columbia University will enable me to contribute to a range of projects at the [Name] Foundation. Furthermore, with my strong interest in venture philanthropy and nonprofit consulting, I feel that I can bring energy and creativity to this position.

Consulting and Finance Experience with Nonprofits

- As senior manager of a strategy practice at the Advisory Board Company, I directed a team of six consultants in providing management expertise to nonprofit hospitals. In this capacity I had direct client responsibility and advised financially distressed hospitals on the implementation of strategic plans.
- My current internship with J.P. Morgan Chase & Co.'s Community Development Group is broadening my exposure to financial management in nonprofit organizations. In this capacity I aid in assessing the financial health of nonprofits applying for loans and help coordinate a program to expand clients' financial sophistication.

Applied Experience in Nonprofits

- At Bread & Zacchaeus Free Clinic in Washington, D.C., I served as a volunteer case worker, assisting clients in applying for government assistance and raising funds for the Clinic's client emergency fund.
- In addition, I have developed and implemented marketing plans at nonprofits including the Rhode Island Health Department and Brown University's Health Education department.

I am particularly interested in working with the [Name] Foundation because of its commitment to holding nonprofit organizations to high standards while partnering with client organizations to promote sustainable progress. I would be excited to learn from and contribute to this process.

Thank you for your consideration of my application. I would welcome the opportunity to discuss my qualifications for this internship in greater detail.

Sincerely,

[Name]