

December 9, 2005

1111 2nd Avenue
San Francisco, CA 99999
Phone: 415-123-4567

Cathy Craig
Bay Area LISC
369 Pine St., Suite 350
San Francisco, CA 94104

Dear Ms. Craig:

I am a recent graduate with a bachelor of arts in Latin American and Latino studies. I saw the job announcement for an Energy Program Manager on the Opportunity Knocks Web site. I am a qualified candidate for the position and view it as a stepping stone to a career in affordable housing.

My experience includes working in the affordable housing industry with the Mid-Peninsula Housing Coalition, where I was a project management intern. That experience gave me a comprehensive understanding of the processes regarding affordable housing development and management by working directly beneath two different project managers. Additionally, I possess the research skills necessary to develop programs and the administrative skills important to coordinating and monitoring them. I am a quick learner with an eye for detail and an outgoing personality.

I also have a strong commitment to energy conservation and a cleaner environment with an interest in environmental justice issues. I am very excited about a position that will allow me to bring housing and energy conservation together. Because of its association with LISC, I believe that this program could be a model for other organizations across the country to replicate.

I would appreciate the opportunity to interview for the Program Manager position. I look forward to following up with you next week. Thank you for considering my application.

Sincerely,

John Smith