February 22, 20xx

Madeleine Johnson Manager, AS/COA Miami

2655 LeJeune Road, 5th Floor Coral Gables, FL 33134

Dear Ms. Johnson:

In researching non-profit organizations serving the Latin American community, I discovered the listing for a Membership and Programs Development Specialist in Miami on your website. Please accept my application as I feel that my research and writing experience, data handling, and both Spanish and Portuguese language skills will allow me to excel in this position.

Through my experience as both a student and at a variety of internships, I have learned to hone my research, administrative, verbal and written communication skills. In the past year I have taken on two different independent research projects which included personal interviews with UN delegates and a project I undertook as part of a course where I utilized skills in project design, data collection, analysis utilizing Excel, and a presentation and report on the interpretation of the data. Additionally, through my work for a U.S. Senator, I interacted with many high level government officials and business and government leaders. This was in addition to the administrative work that relied on my ability to be both detail-oriented and prioritize a variety of tasks in a fast-paced environment with minimal staff.

For the past three years, I have been involved with the Latino community through my study abroad experience and my extensive travel throughout Latin America. My experiences with Latino culture have increased my desire to use my knowledge of both the Spanish and Portuguese languages and Latin American cultures to advocate for Latino communities in the United States. As evident from my resume, I have a track record of accomplishments and commitment to community service. These volunteer positions taught me about interacting effectively with diverse groups of people and confirmed my interest in helping others. I am dedicated to serving the Latino community which is why I am impressed by what I have learned about the Council of the Americas. The work you do, the populations you serve, the working groups you facilitate, and your organization’s mission statement are all aligned with my own passions and interests.

I hope you will agree that my research and communications skills in English, Portuguese, and Spanish plus my facility for working with large amounts of data will make me an excellent Membership and Programs Development Specialist. Attached is a copy of my resume for your consideration. In the meantime, if I can provide you with additional information, please contact me at 608-555-1298 or janedoe@gmail.com Thank you very much for your time and consideration.

Sincerely,

*Jane Doe*

Jane Doe