

**Zachary Davis**  
1 Campus Road, Box 9999  
Staten Island, NY 10301

February 9, 2015

Veronica Wilson, Hiring Manager  
Ford Foundation  
320 East 43rd Street  
New York, NY 10017

Dear Ms. Wilson,

As a senior Psychology major at Wagner College, I was happy to learn that the Ford Foundation is hiring new associates for its Higher Education for Social Justice initiative. I believe that my knowledge of non-profit management, combined with my extensive experience in working with community organizations, would make me an outstanding candidate for this opportunity at the Ford Foundation.

At Wagner, I have maintained a 3.7 average in my Psychology coursework and have worked as an undergraduate research assistant. I am currently an intern at Amnesty International USA, where I work as part of a 10-member team to devise strategic proposals, participate in event planning, and develop fundraising practices. I have found that I thrive in fast-paced, social justice-oriented environments, and I look forward to starting my career at an organization as large and as prestigious as the Ford Foundation.

Besides my Psychology coursework and internships, I have also volunteered for philanthropic organizations, including the Red Cross and UNICEF. What originally started as extracurricular opportunities turned into a true passion for working in the non-profit sector. I know that the Ford Foundation is a renowned non-profit establishment focused on humanitarian issues, which makes this associate opportunity even more appealing to me.

With my successful academic track record, my internship experience, and my interest in non-profit management, I believe that I will be a valuable asset to the Ford Foundation. I have enclosed my resume for your review, and I look forward to the opportunity to discuss my credentials with you. Thank you for your consideration.

Sincerely,

Zachary Davis