

Helen Patty
33 West Terrace
Washington, DC 22202

Business for Social Responsibility
555 Moral Way
Chicago, IL 55555

August 11, 2011

Dear Hiring Manager:

I am writing to apply for the position of Associate in Advisory Services, at the Business for Social Responsibility (BSR). I was advised to apply for this position by Mr. Ron Martin, who is the Vice President of Fundraising at your company. I am currently an Assistant Account Executive of Communications at CTC Strategic Services, and I am confident that my exceptional communications and research skills make me a perfect candidate for this position.

I have a passion for corporate social responsibility, as I know it to be vital to social change and development. At CTC, I have worked with nonprofits and national and global advocacy campaigns to ensure that vital issues stay at the forefront of the media. For example, I worked on the media pieces for the Komen Community Challenge, and during this campaign, I prepped over ten activists with their Capitol Hill visits, and garnered media coverage in various cities.

Research is vital to what I do. At CTC, while conducting communications audits, I interviewed key stakeholders and analyzed internal and external communications structure. This process ultimately led to the creation of recommendations that called for constructive improvements. For example, recommendations included staffing structure and reallocation changes, sample job descriptions, and suggestions to hold a messaging tabletop with organization leadership to crystallize a uniform identity and brand.

At CTC, I have thrived and been promoted in a fast-paced, mult-client environment because I am organized, client focused, and teamwork oriented. I am also very comfortable and adept at working with limited resources and tight deadlines.

Lastly, I appreciate diversity because I have had the opportunity to live, study, and work internationally in Canada, Spain, France, Austria, Luxembourg, Costa Rica, and the Philippines. I am fluent in French and Spanish, and have solid knowledge of German as well. This perspective has helped me to understand and contribute in a more meaningful way with a wide variety of individuals.

Thank you for considering me for the position of Associate in your Advisory Services business. I am confident that my communication, research, and effective business skills make me a perfect candidate for the BSR team. I will call you next week to follow up, and, in the meantime, please don't hesitate to contact me at the e-mail address or phone number below.

Sincerely,

Helen Patty
555.555.5555
helenpatty@verizon.net

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