

## COVER LETTER SAMPLE #1

D----- M-----

[DM@gmail.com](mailto:DM@gmail.com) | (301) 123-4567

[www.linkedin.com/in/DM](http://www.linkedin.com/in/DM)

January x, 20xx

Mr. R---- H----

Director, K-12 Education

Bill & Melinda Gates Foundation

Dear Mr. H-----:

It is with great interest that I apply for the Program Officer, K-12 Data position at the Bill & Melinda Gates Foundation. My substantial experience assessing effective strategies to support students as well as my ability to source, analyze, and communicate complex data in dynamic ways make me an excellent candidate. I am passionate about leveraging research and technology to promote racial equity for students with a personal dedication to broadening data transparency and literacy. Given my background in the mechanics of robust, context-driven research, I am well prepared to contribute to the K-12 Education team's essential work of supporting historically marginalized students' in navigating educational pathways to ultimate postsecondary success.

Through a variety of roles leveraging data to support improvement work for educators and administrators, I understand the value of and challenge in employing different types of data to measure and assess impact. Further, my significant experience developing efficient and scalable processes to identify, prepare, and analyze these relevant data would facilitate my ability to build on the K-12 team's existing data infrastructure and inform its investment strategy. This relevant experience includes managing our analytic data pipeline at my current organization as well as streamlining and standardizing the preparation of large education data sets in prior roles. I know the value of well-structured, timely, and accessible data for assessing progress and evaluating success, work that I am energized to support across a portfolio of Gates' grantees.

Additionally, given that my experience has involved close partnership with educators and other practitioners, I am well versed in the complexities of education systems and understand how to build research that is relevant, actionable, and equity centered. I have extensive experience collaborating with project stakeholders to understand their core questions and to iteratively develop analytic solutions that highlight decision-making takeaways. I am energized by the opportunity to collaborate with a variety of teams within the foundation along with foundation grantees, knowing that my experience leading diverse project teams and knowledge co-designing data tools with school leaders will inform my contributions.

I am confident that my robust knowledge of quantitative methods, adeptness with K-12 education data, and confidence managing strategic projects while engaging stakeholders in decision making would ensure my success in the Program Office, K-12 Data role. As a member of the K-12 Education team, I am eager to continue to lead practitioner-driven evidence building that informs equity-centered solutions for students. I look forward to answering your questions about my experience and to discussing the ways that I can contribute to the team's critical work of improving opportunity and success pathways for students, particularly those from historically marginalized communities.

Sincerely yours,

D----- M-----

## **COVER LETTER SAMPLE #2**

123 S. 52<sup>nd</sup> Place  
Milwaukee, WI 53219

February xx, 20xx

T---- A----

President and CEO  
Planned Parenthood of Wisconsin, Inc.  
435 S. Water St., Milwaukee, WI 53204

Dear Ms. Atkinson:

I am excited to apply for the Chief of Staff position at Planned Parenthood of Wisconsin. PPWI serves a critically important role in our community. My strong, personal commitment to PPWI's mission and services will make me a stalwart advocate of the organization and a dedicated employee and I would be proud to be part of your team.

I believe in the importance of PPWI's work to provide affordable and compassionate health care in a safe environment. I am passionate about addressing the failings of our health care system and empowering individuals to manage their sexual and reproductive health. The profit-driven health care system leaves too many people behind, unable to afford health care coverage, or avail themselves of their coverage because of sky-high costs. PPWI fights against the symptoms of this unjust and inequitable system by supporting its patients irrespective of identity, and by providing high-quality services regardless of ability to pay. While I enjoy working to build a better American health care system in my current role, I miss the tremendous amount of personal fulfillment that comes from being part of an organization making people's lives better in the present. I am certain that I would find the fulfillment that comes from direct service at PPWI, and that the feeling would continue to motivate my work.

I also recognize and support the importance of providing honest and accurate information about sexuality and reproduction to both youth and adults. PPWI's educational work in the community is critical to counteracting inaccurate beliefs and disinformation that can cause physical and emotional harm. Education has played a central role in my career for years. I know the power of public and community education to move hearts and minds toward empathy and support for policies and programs. As part of the PPWI team, I would leverage my professional and academic experience in support of PPWI's educational work.

The advancement of our shared worldview and values requires more than individual and community education. At a time of heightened threats to women's reproductive autonomy and prevalence of anti-family policies, strong advocacy for public policies and programs that support and protect women and families is critical. While we need leaders on the inside of government who share our values and priorities, we also need effective and tireless advocates on the outside, pushing our leaders to do what is right. PPWI's work to hold government leaders accountable to our community is invaluable. I would be thrilled to utilize my years of experience in government policymaking and administration, policy analysis, and issue advocacy in support of PPWI's public affairs work.

I hope you will agree that my professional experience and commitment to Planned Parenthood of Wisconsin's services will make me a valuable and effective member of the PPWI team. I welcome the opportunity learn more about the Chief of Staff position and to discuss my qualifications. Please do not hesitate to contact me if I can provide you with any further information. Thank you for your time and consideration.

Sincerely,  
C---- L-----

### **COVER LETTER SAMPLE #3**

123 Garden Drive  
Platteville, WI 53818

August xx, 20xx

E---- S----  
Wisconsin Department of Natural Resources  
101 South Webster Street  
Madison, WI 53707

Dear Ms. S----:

I am enthusiastically applying for the Air Policy Analyst position, which D---- B---- brought to my attention. I bring project management skills along with an ability to quickly absorb and synthesize great amounts of data on both familiar and new topics with little oversight. These skills will allow me to advance this position's goals in evaluating and implementing Clean Air Act rules and supporting the Wisconsin Department of Natural Resources' air pollution and energy generation efforts.

D--- was our DNR liaison on the project we conducted in Cost-Benefit Analysis of the Diesel Emissions Reduction Act (DERA). The grant considered 10 DERA-eligible technology upgrades to determine which would provide the greatest net social benefits to the State of Wisconsin. Our team conducted technical research on diesel engines and their pollution potential as well as how each technology upgrade would impact pollution levels. My primary role in this cost-benefit analysis was as project manager. While I was actively involved in our team's research, I also spearheaded team meetings, created agendas, and served as the liaison with our professor. I also helped my teammates stay organized with weekly check-in lists to track our team's progress.

My interest in the intersection between government and the environment started while I was a communications intern with President Obama's White House Council on Environmental Quality. In this self-directed role, I was often given short deadlines and was required to balance multiple projects, budgeting my time according to the administration's priorities. I also tracked legislators' positions and overarching environmental policy trends, which are skills I transferred to my more recent work as a Legislative Assistant with the Agriculture, Revenue, and Financial Institutions committee. I had little prior knowledge of agriculture or finance, but I was dedicated to researching the topics and reaching out to more experienced staff. I soon became confident in my abilities to review bills and brief the Senator, and with taking detailed notes during committee meetings. I became proficient at understanding bill text, relaying it in a concise manner, and collaborating with other legislative offices to find common ground. These skills continued in my work with the Milwaukee County Executive campaign as a Deputy Policy Director. I focused on crafting statements in defense of policy objectives, often with limited background of the issues. I was required to assume responsibility for drafting these statements with a very quick turnaround.

I am excited about the Air Policy Analysis position with the Wisconsin Department of Natural Resources and feel confident my educational and professional experiences have prepared me well. I have a strong interest in regulation and as a lifelong Wisconsinite, I am committed to the health of the communities across the state. I believe I have the skills, passion, and experience to be an excellent addition to this department. Please do not hesitate to reach out with any questions and thank you for your consideration!

Sincerely,  
M---- C-----