

Your Name

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New Brunswick, NJ 08901
(732) 555-3000
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Date

Mr./Ms _____
Planning International
555 Executive Row
New York, NY 10203

Dear Mr./Ms. _____:

I am writing in response to the Local Initiatives Support Corporation's Assistant Program Officer position, posted on the career website of Rutgers' Bloustein School of Planning and Public Policy. Local Initiatives Support Corporation (LISC) has admirably provided financial and other much needed assistance to neighborhoods who have historically been neglected. With my strong financial and analytical skills, coupled with my passion for the development of thriving communities, I would be an ideal candidate to further advance these programs at LISC.

Through a combination of academic and professional experiences, I have developed an in-depth understanding of best practices in urban and community development, real estate finance and development. Having completed coursework in _____, I am excited by the prospect of applying my knowledge to LISC's current work, while developing innovative models for new strategies.

You will find that I also possess highly relevant experience in drafting communication pieces in support of local initiatives, as well as coordinating events, panel discussions and workshops while serving on the executive board of Rutgers Association of Planning and Policy Students (RAPPS). As an Intern at _____, I collaborated with senior staff to develop economic engagement programs for diverse populations. Additionally through these experiences, I have developed the ability to understand risk, analyze financial statements and be comfortable with making recommendations. My development of partnerships with a variety of institutions would benefit LISC's vision of "making communities good places to work, do business and raise children."

I would welcome the opportunity to meet and further discuss my background as I am confident that my knowledge and experience in community development would be of great value to LISC. Thank you for your time and consideration of my candidacy for this position.

Sincerely,

Your Name