

## The MBA-Nonprofit Connection

### How to write an effective cover letter for a nonprofit job

*(all quotes shared with permission)*

#### Effective cover letters:

- Express commitment to the mission of the organization

*Example:*

"This project was immediately exciting to me for many reasons, [including] the opportunity to support [the organization's] mission....I am keenly aware of this country's need to increase accessibility to health care services to the uninsured and low-income members of our community."

- Show interest in the issues addressed by the nonprofit

*Examples:*

"Over the past few years, I have been in close contact with several people who work at one of the leading nonprofit affordable housing developers in the country. Through frequent correspondence, I have managed to learn a lot about the many stages involved in affordable housing development, from funding to marketing."

"Having grown up in a family of physicians and attended a year of medical school, I have gained a unique understanding of many of the issues that [the organization] faces."

- Demonstrate familiarity with the organization's work

*Examples:*

"The projects pertaining to the Economic and Civic Enterprise Portfolio are especially interesting to me. I would be eager to work on initiatives similar to the micro-finance banking [project]."

"I am impressed by [the organization's] focus on investments in initiatives to improve school governance, management and labor relations."

- Address specifically how your skills and experience are relevant to the job

*Examples:*

"My three years of experience at [a consulting firm] and academic background in business and applied mathematics make me well-equipped to begin immediately on a project extending [the organization's] current metrics and reporting system."

"[The] internship would allow me to continue to use my travel industry experience, my consulting background, and my business school research, which includes a case study I am currently writing on ecotourism."

- Explain how the summer job relates to career plans, where appropriate

*Example:*

"My principal reason for getting an MBA is to better understand the economic principles that affect choices individuals and businesses make regarding environmental protection. With a deeper understanding of economic issues, I hope to help businesses and communities develop economic incentives to make environmentally sustainable decisions. I am excited to see that your summer internship meshes so well with my interests."

- Cite volunteer experience

*Examples:*

"My nonprofit experience ranges from fundraising on the board of a battered women's shelter to volunteer consulting on a marketing plan for an adoption counseling clinic."

"I bring to [the organization] exposure and experiences in nonprofit management ranging from organizing a more-than-50-member volunteer group for Friends of the Earth Japan to conducting a consulting project for the fundraising strategy of an educational nonprofit."

