

4570 Middlesex Road
Wilmington, NC 28405
February 18, 2003

Person's name
Organization
Address
City, State, Zip Code

Dear Sir or Madame:

My name is Sarah Bryant, a senior attending the University of North Carolina – Wilmington, pursuing a Bachelor of Art degree in Sociology. I learned about your organization through database research and would like to inquire about the (title of position) opportunity that is available.

I will receive my Bachelor of Art degree May 2003. My interest in this field started my senior year while, attending Emsley A. Laney High School in Wilmington, North Carolina, working for Tiny Sherman Daycare. My motivation and inspiration in the area of study increased during my internship with the Exchange Club Family Center in Memphis, Tennessee. I also acquired the opportunity to become an Americorp volunteer where I learned several trade skills. In the summer of 2000 I became a member of the American Humanics organization where I learned how to do fundraisers, marketing skills, writing grants and proposals, and developed human resource skills. The enclosed resume summarizes my other qualifications.

I am currently doing an internship with the Guardian ad Litem nonprofit organization here in Wilmington North Carolina under the supervision of Liz Kachris-Jones where my classmate and I will work on promoting awareness of child abuse and neglect in New Hanover and Pender County through the media, collecting data from the Department of Social Services, Mental Health, Juvenile Justice, Health Department, and District Attorney, interviewing Guardian ad Litem staff and volunteers, networking with the University of North Carolina – Wilmington and Cape Fear Community College, and contacting agencies to setup a display and give a brief presentation. We will attend the child abuse and neglect awareness program that will be hosted by the Guardian ad Litem at the Westfield Shopping Mall in Wilmington, North Carolina on April 12, 2003.

I would like to thank you in advance for considering my application as well as your time and consideration. In the meantime, if you need to contact me, my number is (910) 452 – 1319. Please, leave a message if I am not available, and will return your call as soon as possible.

Sincerely,

Sarah Bryant

