

Sample Letters

Inquiry

0248 Risley Hall
Cornell University
Ithaca, NY 14853-5801
April 11, 2010

Norma Stocker, Director of Personnel
San Francisco AIDS Foundation
25 Van Ness Avenue, 6th Floor
San Francisco, CA 94102

Dear Ms. Stocker:

I am writing to inquire about available full-time positions at the San Francisco AIDS Foundation, and enclose my resume for your consideration. The Foundation's initiatives involving political advocacy, public-health education, and direct support to people with AIDS and HIV appeal to me as an advocate of social justice and human rights.

My experience as a leader in political activism ranges from organizing and initiating programs on campus to coordinating events in a statewide campaign. At Cornell, I established the first Rock for Choice concert to benefit Planned Parenthood, and frequently speak at events sponsored by COLA (Cornell Organization for Labor Action). In California, I was a grassroots organizer on worker rights and made a presentation to the Mayor and City Council of Santa Monica.

I became committed to AIDS-related issues when I worked directly with HIV-infected patients at the Long Island Jewish Hospital Hemophilia Treatment Center and witnessed how the great physical and emotional pain patients suffer is compounded by a lack of personal and programmatic support.

In the course of these experiences, I have demonstrated my motivation, energy, and passion for caring and helping. I would welcome the opportunity to contribute these abilities to the San Francisco AIDS Foundation and will call you the week of April 19 to discuss your needs. If you would like to contact me sooner, you can reach me at (607) 272-7871. Thank you for your time and consideration.

Sincerely yours,



Won-Young William Chu

Enclosure