

March 7th, 2012

Ms. Laura Smith, Director of Staffing
ELCA Churchwide Office
6622 W. Partridge Road
Chicago, IL 60631

Dear Ms. Smith:

I am a senior English major at St. Olaf College in Minnesota. I recently heard about positions at ELCA through announcements in my church's Sunday bulletin. After learning more about the internships offered, I became quite intrigued. Please allow me to take a moment and tell you about my experiences, skills, and passions and why I am interested in working for the ELCA World Hunger Appeal as a Donor Relations Intern.

Last year I traveled abroad on the St. Olaf program called "The Global Semester." On this program, I was exposed to a magnitude of poverty and hunger unlike anything I had ever seen before. My experience traveling abroad has made me passionately aware of the need for not just charity, but justice - in the form of public education and legislative reform. In addition, I am on the executive board of the St. Olaf Student Congregation. I have been a member of this leadership group for the past two years, which has enhanced my understanding and love of intentional community-building and Lutheran theology. On a technical level, as an English major I have developed the writing and editing skills necessary to communicate effectively with individual and congregational donors. I am confident these skills will further the work and mission of ELCA World Hunger.

I have enclosed my resume and contact information. If you have any further questions regarding my application, please feel free to contact me. If I have not heard from you by March 30, I will contact you to check on the status of my application. I thank you for reviewing these materials and look forward to talking with you more in the future!

Most Sincerely,

(Sign Letter Here)

Jane Dogooder

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