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Council of Michigan Foundations
Detroit Office

Dear Hiring Team,

I am writing to express my interest in serving as a Philanthropy Fellow in your Detroit, Michigan office this summer. The Council of Michigan Foundations' (CMF) commitment to developing future philanthropy leaders and the chance to contribute to the Hudson-Webber Foundation's work in Detroit sparked my interest in this opportunity. I'm confident that my communication skills, ability to build relationships, and background in nonprofit spaces make me an excellent fit for this program.

Communication Skills

My experiences have prepared me to excel in roles that demand exceptional communication skills. In my current public affairs course, I've researched a variety of complex issues affecting urban communities and written policy briefs and outreach geared toward elected officials, earning consistently high marks on my work. During my education abroad program in Ireland I collaborated with the University of Galway's Active* Consent program to craft content for a social media campaign educating young people about healthy relationships. Our efforts ultimately exceeded our engagement goals, growing the organization's Instagram following by 12%. I'm ready to help draft content important to CMF's initiatives, including formal correspondence, newsletter copy, briefings, and social media posts.

Relationship-Building Experience

Engaging with the diverse clientele at Bobcat Bonnie's has strengthened my ability to build meaningful connections across cultural and personal differences. I credit my interpersonal skills (including the ability to quickly establish rapport and trust) to the many hours I've spent being an empathetic, curious listener. Every shift, I ensure that guests feel heard and supported in a space that prioritizes inclusivity. On occasion, I rely on my professionalism to respond patiently to frustrated guests, steering them toward solutions without disrupting other diners' experiences. I've been consistently recognized by my supervisor for this skillset, earning high ratings on my monthly performance reviews. It's clear that this experience will be valuable in your fellowship program given its emphasis on community engagement and relationship management.

Nonprofit Background

Consistent involvement in nonprofit spaces has offered me insights and an outlook that I'm ready to channel into advancing CMF's objectives. I devoted three summers to working at the YMCA of Lansing, where I helped develop curriculum that engaged young campers while closely aligning with the Y's commitment to helping people of all ages, backgrounds, and walks of life thrive. I also gained insight into the organization's approach to advancement and donor relations by collecting testimonials from families that were used in a fundraising mailer sent to over 1,200 households. My internship at the Women's Center of Greater Lansing built on this work, allowing me to help directly administer services to community members, oversee a grassroots letter-writing campaign, and apply earned grant dollars toward enhancements to the center's façade—work that often happened with limited financial resources and staff support.

Thank you for your time and consideration. I'd be happy to connect to further discuss how I can contribute to your Philanthropy Fellowship Program.



Izzy Thomas