

February 4th, 2014

Dear Recruiter,

I am applying for the Administrative Assistant position within your firm. I have a bachelors of arts in Environmental Studies and Biology from UC Santa Cruz. I have worked as a sustainability advisor and student leader at UC Santa Cruz, a manager in community based non-profits, and within political campaigns for elected office. In total, I have over eight years in direct non-profit programs to support democracy, equality, and global justice implementation experience and an additional six years within the campus sustainability movement.

My goal is help fundraise money for all aspects of sustainability and transformation efforts on our social infrastructures to help build a balanced and secure world for all. I started a collaborative coalition called the Unity Network with the centerpiece being a 501c3 non-profit charity organization called the Community Life Network, Inc. The umbrella network collaborates on and sponsors a variety of projects and programs from general sustainability, to economic justice, to political action, and education. In our goals to bring economic justice and political balance, I worked very closely with the Occupy Movement and Inspired Legacies in 2011-2012. As a co-founder of the national InterOccupy Network, I helped try to integrate the national movement together and link with various international networks. This proved difficult but I learned an incredible amount about both national and international organization and training programs. All the work that I have engaged in has been based on collaboratively making decisions, using professional facilitation, and building relationships.

Although I have been successful in receiving small grants, ultimately I have never received the large grants necessary to build a long term career with my non-profit. I have continuously learned from these experiences, with skills that are applicable to a variety of jobs. I acquired extensive administrative, management, and communication skills. I also learned about the challenges of implementing sustainability and social justice initiatives in the real-world, how funding agencies operate from the inside, and how special interests often work to prevent meaningful change. In addition, I have developed a strong network with campus sustainability offices, and global movements, a variety of non-profits, as well as with government agencies.

In college I was one of the founders of the sustainability movement at UC Santa Cruz, and in the UC system from 1999-2006. I facilitated working with the UC Regents to pass one of the most comprehensive sustainability policies in higher education across the State, which was instrumental in initiating Chancellors' Sustainability Committees at every UC campus, with most establishing Sustainability Offices. As a leader in Student Sustainability organizing I helped build teams and networked with many outstanding individuals who have built careers in this field. I also worked to establish more than five sustainability related organizations, and secured over \$300,000 in permanently funded budgets for their operations.

These experiences have been motivated by my primary goals of helping catalyze global societal transformation to build improved lives for everyone. At this time in my career I believe my efforts will be most beneficial working to enact change in an institutional setting. Institutionalized global justice programs provide a chance to change not only the local culture but also the wider culture of our world. Combining my knowledge of university sustainability programs and my unique understanding of non-profit community, political campaigns, and other community movements, I believe I would be an excellent fit for your opening. I am passionate about global justice and eager to find a rewarding career in this field, but because there very few jobs in this field, I am looking within the non-profit sector.

Thank you for your consideration, I look forward to hearing from you soon.

Sincerely,

Blas Jacob Cabrera