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May 28<sup>th</sup>, 2018

Ryan Scott  
Director, Survey Research & Development  
Race Forward New York  
32 Broadway, Suite 1801  
New York, NY 10004

**RE: Manager, Survey Research**

Dear Mr. Scott,

Thank you for taking the time to review my application for the Manager of Survey Research position at Race Forward New York. My conversations with Gary Stuart and Cynthia Walkins over the past several weeks have been both informative and exciting. My strengths in primary and secondary survey research methodologies, as well as project management and content development, position me to support the new initiatives under development within this portfolio. Moreover, my career choices have always been informed by my passion for facilitating intellectual exchange, and I would love to leverage these skills in service of Race Forward's goal of generating global prosperity.

For the past five years, I have been simultaneously teaching, designing and producing rigorous research, and building my knowledge of key business skills such as project management, teamwork and presentation skills. I have produced two peer-reviewed articles that were published in top-tier sociology journals and both research projects involved conducting intensive quantitative research by designing forward-looking customer surveys and interviews.

As the Assistant Conference Director for the 2016 Canadian Sociology Conference in Vancouver, I was in charge of managing sponsorship relations and external delegates. I exhibited solid interpersonal and relationship-building skills by coordinating the vision and framework of the conference, identifying sponsorship opportunities and liaising with multiple stakeholders in the months before the event. I also handled all grant applications for the conference and collected substantial information and data before making sound judgement and recommendations to the Conference Director. In both roles I demonstrated my exceptional professional integrity by safeguarding highly sensitive and confidential information.

I am eligible to work in the United States, and I speak, read, and write Spanish proficiently. I am also mobile, and open to relocation and travel according to the needs of the position.

It would be my pleasure to meet with you to further discuss this opportunity, and the expertise I can bring to this role.

Sincerely,

Amanda Diaz