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May 28th, 2018

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

RE: Manager, Survey Research

Dear Ryan 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 Yolanda Velazquez and Cynthia Walkins over the past several weeks have been both informative and exciting. A position as the manager of survey research at Race Forward would allow me to utilize my knowledge in primary and secondary survey research methodologies, as well as my outcome-oriented competencies in project management, content development, and supervision.

A successful researcher needs highly refined written and verbal communication skills and a well-honed ability to synthesize large amount of information into key insights. This individual also needs to show the ability to create innovative solutions while supporting senior team members and providing constructive feedback. My professional and academic backgrounds have prepared me to meet all of these challenges. 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.

My history of successful coordinating initiatives, ranging from research seminars to academic research conferences, reflects both my organizational skills and my commitment to collaborative principles and the exchange of ideas. In 2016, the annual Canadian Sociology Conference was held in Vancouver and I acted as the assistant conference director who 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 was able to ensure adequate information and data were obtained before making sound judgement and recommendations to the conference director. In both of these roles I distinguished myself for my professional integrity by safeguarding highly sensitive and confidential information.

A passion for developing innovative research methodologies and facilitating intellectual exchange has always informed my career choices, and I would love to leverage these skills in service of Race Forward's goals of using shared resources to generate global prosperity and racial justice. 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. Please do not hesitate to reach out to me with requests for any further information.

Sincerely,

Amanda Diaz