

Sample Cover Letter

JANE DOE

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13 September 2017

John Doe, Human Resources Manager
Migration Policy Institute
1400 16th Street, NW, Suite 300
Washington, DC 20036

Dear Mr. Doe:

I am contacting you regarding the Research Assistant position in the Migration Policy Institute's National Center on Immigrant Integration Policy (NCIIP), as posted on Idealist. My career aspirations and professional experiences complement NCIIP's mission; since traveling to Italy during my undergraduate studies and witnessing the degrading treatment of migrant groups in the country, I gained perspective and the determination to advocate for the fair and supportive treatment of migrant populations, including initiatives that enable them to live full and productive lives in their new home countries.

In May, I will graduate with a Master's degree from the International Affairs program at The George Washington University (GWU). During my studies, I have become familiar with complex policy research and analysis, as well as creating attainable recommendations by which to improve policies of governments and intergovernmental organizations. For my final Capstone project at GWU, my team investigated the documentation-related welfare needs of Palestinian-Syrian refugees in Jordan. We traveled to Jordan this past March and saw first-hand the ways that discriminatory or ineffective policies can limit people's ability to integrate into their communities. With this project, I aimed to improve the well-being of this group of refugees and contribute lessons learned through its process toward NCIIP's mission to respond to the challenges and opportunities immigration creates in local communities today.

Through my nonprofit experience, I have gained additional skills that will further support NCIIP's mission and programmatic activities. At the International Centre for Missing & Exploited Children and the International Rescue Committee, I often presented my research findings in informal briefs and in-person meetings. Additionally, I gained an appreciation for the flexibility needed to meet the fluctuating demands of a nonprofit environment; I was frequently assigned ad hoc tasks in addition to my regular duties, requiring constant independent evaluation and prioritization. Furthermore, my involvement with the Elliott School Graduate Board will satisfy your need for a Research Assistant with outreach experience and interpersonal skills, as I regularly communicated with business owners, students, and academic offices through various formats. My motivation, flexibility, organization, and written and verbal skills will transfer smoothly to fulfill NCIIP's needs.

I am confident I would be an indispensable member of the National Center on Immigrant Integration Policy at the Migration Policy Institute. While contributing my abilities, I look forward to the opportunity to expand my familiarity with immigrant integration policy design and advocacy, so that immigrants across the United States are better served. To schedule an interview or to ask any questions, please do not hesitate to contact me at 202-555-5555. I appreciate your consideration.

Sincerely,
Jane Doe

Sample Cover Letter

George Elliott
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Arlington, VA 22202
(703) 505-5555
GElliott@gwu.edu

January 14, 2018

Jane Doe, Human Resources Manager
Deloitte
1919 N Lynn St.
Arlington, VA 22209

Dear Ms. Doe:

I first learned about consulting opportunities with Deloitte back in September when I attended a panel event at George Washington University (GW) regarding “A Day in the Life” put on by current Deloitte consultants. It was then that I realized how useful and applicable my experiences with the federal government could be in the private sector and how I could bring about real change from the outside. I was pleased to receive an email last month from GW that Deloitte was hiring for the Human Capital Federal Associate position, of which I am writing to apply.

As a current graduate student enrolled in GW’s Security Policy Studies program, I am focusing on U.S. national security and defense policy and the connection between security and development. Throughout my studies I have obtained a wide range of experience throughout the federal government interning at an embassy abroad, fighting child exploitation at the DOJ, conducting oversight on Capitol Hill, and now as a contractor with the State Department where I manage the deployment of 60+ Foreign Service Officers and USAID personnel to Kabul, Afghanistan each year. On top of my regular responsibilities, I am on temporary duty in another office where I helped streamline the application process for a family separation allowance by changing from a paper-based system to electronic, making the submission process faster and more efficient. Afterwards, I trained the incumbent how to effectively leverage technology to make her job easier, rather than reverting back to her previous, more familiar system.

To help clients reach their full potential, this semester I plan on honing my quantitative analysis skills by taking a statistical analysis and a program evaluation course. The skills and abilities I will further develop in those two courses will help clients solve problems to overcome workplace and performance challenges to better achieve their objectives. I first put my problem solving skills to use on a more micro level while interning at the U.S. Embassy in Bangkok as I helped troubled, distressed U.S. citizens one-on-one utilize the resources available to them to travel back to the U.S. On a more macro level, last semester I conducted research and analysis regarding the relationship between the Defense and State Departments and how the Defense Department can better take advantage of the Political Advisor program with State to achieve their goals internationally.

Working for Deloitte is a top priority of mine and I am confident that my work experience, problem-solving skills, and coursework have prepared me well for this opportunity. Thank you for your time and consideration and I look forward to hearing from you.

Sincerely,

George Elliott