

**JANE DOE**

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April 13, 2024

Mr. John Smith  
Human Resources Manager  
Migration Policy Institute  
1400 16<sup>th</sup> Street, NW, Suite 300  
Washington, DC 20036

Dear Mr. Smith:

My career aspirations and professional experiences complement the Migration Policy Institute's National Center on Immigrant Integration Policy (NCIIP) 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. That is why I am contacting you regarding the Research Assistant opportunity at the NCIIP.

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 how 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. The lessons learned will amplify NCIIP's response to the challenges and opportunities immigration creates in local communities today.

Through my nonprofit experience, I have gained additional skills 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 during my tenure there. 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 communicate with business owners, students, and academic offices through various formats. That diligence, flexibility, organization, and written and verbal skills will transfer smoothly to fulfill NCIIP's needs.

Thank you very much for taking time out of your busy schedule to learn more about how I would be an indispensable member of the National Center on Immigrant Integration Policy at the Migration Policy Institute as your next Research Assistant. If you wish to schedule an interview, please do not hesitate to contact me at 202-555-5555 or [jane\\_doe@gwmail.gwu.edu](mailto:jane_doe@gwmail.gwu.edu). I appreciate your consideration.

Sincerely,

Jane Doe

## Sample Cover Letter - Standard Letterhead Format

George Elliott  
5555 Anywhere Dr. #555  
Arlington, VA 22202  
(703) 505-5555  
GElliott@gwu.edu

January 14, 2024

Human Resources Representative  
Deloitte  
1919 N Lynn St.  
Arlington, VA 22209

Dear Human Resources Representative:

As a current graduate student enrolled in The George Washington University (GW) Security Policy Studies program, I am focusing on U.S. national security and defense policy and the connection between security and development. I first learned about amazing consulting opportunities with Deloitte back in September when I attended a panel event at GW regarding “A Day in the Life” led by current Deloitte consultants Jim Smith and Mary Jones. 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 vacancy, for which I am writing to apply.

Throughout my studies, I have obtained a wide range of experience throughout the federal government, interning at the United States Japanese 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. I helped streamline the application process for a family separation allowance by changing from a paper-based system to an electronic one, making the submission process faster and more efficient. Afterward, I trained the incumbent to leverage technology effectively to make her job easier, rather than reverting to her previous, more familiar system.

To help clients reach their full potential, I plan on honing my quantitative analysis skills this semester at GW by taking Statistical Analysis and Program Evaluation courses. The skills and abilities I will further develop in those courses will help me work with clients and stakeholders to resolve conflicts and optimize operational performance to accomplish the mission further. I first used my problem-solving skills on a more micro level while interning at the U.S. Embassy in Bangkok. I helped distressed U.S. Citizens one-on-one utilizing the resources available to them to travel back safely to the U.S. On a more macro level, I conducted research and analysis last semester regarding the relationship between the Defense Department and State Department and how they can further utilize the Political Advisor Program with the State to achieve its goals Internationally.

Thank you very much for taking time out of your busy schedule to learn more about my academic and professional experiences. Working for Deloitte is a top priority of mine, and I am well prepared to serve as your next Human Capital Federal Associate. If you would like to reach me, you can email me at: [GElliott@gwu.edu](mailto:GElliott@gwu.edu) or call: (703) 505-5555. I look forward to hearing from you.

Sincerely,

George Elliott