

## Cover Letter Samples

The following cover letters, while not focused on any specific industries, all have the following things in common:

1. The writer indicates in the first paragraph why they are specifically interested in the position and/or the organization.
2. They highlight experiences and/or skills that are specifically relevant to the reader.
3. They emphasize achievements over adjectives. They provide specific details and stories that the reader would find relevant, without rehashing everything they listed on their resumes.

The word "specific" is used multiple times on purpose. Enjoy the letters and when you have a draft that requires feedback, please visit our Peer Advisor Open Hours, daily from 1:30-3:30.

J.K. ROWLING  
101 HOGWARTS STREET, CASTLE, RI 02906  
PHONE 555.555.5555 E-MAIL JK\_ROWLING@HOGWARTS.EDU

February 6, 2012

Anonymous, Staffing Coordinator  
MasterCard Worldwide  
2000 Purchase Street  
Purchase, New York 10577

Dear Ms. Hudak,

After gaining insight on MasterCard Worldwide's approach to provide transaction payment solutions, no one can deny data-driven analysis contributes to the global integration of merchants, banks and customers. Joining the MasterCard team as an associate analyst would be an opportunity to provide strategy input and foster innovative product solutions to clients.

*Passion for ensuring user engagement*—Graduating from Brown University in May, I have found dynamic ways to convey research results. My clients were my professors and classmates, to whom I presented results in visually-appealing ways. Using Photoshop and Excel, complex statistical datasets were understood quickly either through interesting graphs or infographics. I would love to continue delivering enhanced reporting methods and tailoring research results for specific departments at MasterCard.

*Persuasive communication ability*—Through my summer internships I've evolved into a data-driven analyst, realizing that complex methods are only as valuable if the consumer is aware of its capabilities. As a financial analyst at an architecture firm I convinced a client to go solar, presenting the argument that there are incentive-based savings for the long-term. The opportunity at MasterCard would allow me to utilize my skill of persuasion and willingness to enlighten clients about unknown financial product capabilities.

*Drive to improve strategy and operations*—As a marketing analyst for a trade show company, I became involved in improving current business operations. Creating a sales pipeline allowed salesmen to visually track trends and improve sale strategies. I would utilize MasterCard's vast global data warehouse to report valuable transaction trends to specific departments.

The business of financial services cannot proceed without analytics. MasterCard can benefit from its vast amount of consumer data by building targeted products—and bring the company to new heights. Thank you for taking the time reviewing my application and I look forward to hearing back from you soon to discuss my capabilities and work experience further.

Sincerely,  
J.K. Rowling

Steven Harbough  
[steven\\_harbough@brown.edu](mailto:steven_harbough@brown.edu)  
Box. 0987, 69 Brown St,  
Providence, RI 02912 (401) 336-2560

April 9, 2013

Mr. Danny Musher, Programming Services Officer  
Office of Energy Resources  
One Capitol Hill  
Providence, RI 02908

Dear Mr. Musher,

I am writing to apply for the position of Technical Writer for the Rhode Island State Energy Plan, which was recommended to me by my concentration advisor Professor Dawn King of the Center for Environmental Studies at Brown University. As a student pursuing a career in energy policy, I think this position is a great opportunity to channel my interest and knowledge of energy and environmental policy towards the creation of a coordinated State Energy Plan for Rhode Island. This would not only be a great learning experience, but would allow me to work to create real change in a politically progressive state. Further, I have experience in computer programs like Microsoft Word and Excel, research, condensing information and drafting policy briefs.

I developed an interest in integrated policy-making as a research intern at IBM during the summer of 2012. As part of the India@75 initiative undertaken by the Confederation of Indian Industry, my team's project was to create preliminary transport and energy plans for the city of Bangalore. My independent tasks included researching international best practices in transport and energy, synthesizing and summarizing the data I collected into cohesive presentations and creating Compatibility Maturity Models (CMM) with recommended policy interventions depending on the state's level of investment. My time at IBM showed me the importance of conducting policy intervention at the systemic level. For example, my city transportation CMM considered every element of the sector from Intelligent Transportation Systems and road safety to pedestrian facilities and legal drivers.

At Brown University, I have created an independent concentration called the *Political Economy of the Environment*, which addresses my interest in energy and systemic solutions through a focus in energy policy. My most important methodological course, *Energy Policy and Politics*, has made me familiar with U.S. energy infrastructure from production to transmission to distribution, as well as various types of energy policy interventions from subsidies to market-based frameworks like RGGI. I have synthesized information from academic to government sources and drafted technical policy briefs on Offshore Wind Energy on the U.S. east coast as well as Nuclear Energy in the U.S. My final project involves working as part of a cohesive team to evaluate and draft an integrated and comprehensive RISEP that will include recommendations for new energy resources and regional policy integration to address environmental health, economic development and the provision of clean, reliable energy for the citizens of Rhode Island.

I can assure you that I will be a great candidate for this position, and am eager to take on new challenges while working as a part of this team. I look forward to an interview to elaborate further on my skills and qualifications, and can best be reached by email at [steven\\_harbough@brown.edu](mailto:steven_harbough@brown.edu).

Sincerely,

Steven Harbough

## MR. John Smith

6376 Norris Street, Hanover, MD 21076 | 443-562-xxxx | [johnsmith@yahoo.net](mailto:johnsmith@yahoo.net)

July 16, 2012

Ms. Amanda Gradick  
Administrative Assistance  
SNR Denton LLP  
2000 McKinney Avenue  
Suite 1900  
Dallas, TX 75201

Dear Ms. Gradick,

I am a rising 2L at The University of Texas School of Law and am writing to apply for a Summer Associate position with SNR Denton's Dallas office. While I am currently working in Washington, DC as part of the SEC's Summer Honors Program, I am excited to return to Texas where I intend to begin my professional career.

I am especially interested in your firm's Dallas office because of its outstanding Commercial and Financial Markets Litigation practices, as well as its strong reputation across practice groups. My desire to become a litigator emerged out of my experience working for a small civil litigation firm in Washington, DC. As part of a trial team there I operated at a demanding pace and refined my communication skills through daily interactions with partners and clients. This satisfying introduction to the legal world as well as my experience at the SEC provides me with a clear vision of my career aim: to litigate complex cases.

My current work for the SEC's Appellate Litigation Group centers on completing weekly research assignments, the findings of which are used in briefs prepared by Commission attorneys. The experience provides a vehicle for both continuing to develop my research abilities and honing my written and oral communication skills, as I submit reports to senior attorneys on a weekly basis. The broad familiarity I am gaining with both appellate litigation and securities laws gives me confidence that I will be able to make a valuable contribution to SNR Denton's litigation practice.

In addition to my legal experience, I believe my well-rounded credentials will benefit your firm. As an undergraduate at Brown University, I maintained a 3.65 grade point average while majoring in Economics and serving as a four-year member of the varsity football team. In law school I recently secured membership offers from the AMERICAN JOURNAL OF CRIMINAL LAW and the TEXAS REVIEW OF LAW AND POLITICS through our school's write-on competition, was elected to serve as a Board Member and Officer of our school's American Constitution Society, and participated in the Street Law program to educate high school students on legal issues.

I would welcome the opportunity to discuss a summer position with your firm. Thank you for your time and consideration.

Sincerely,

John Smith

January 21<sup>st</sup>, 2013

To the Hiring Manager at Epic:

I am writing to apply for a Project Manager/Implementation Consultant position, which I learned about through the Brown University Job & Internship Board. I am excited that Epic is providing real-time analytics and modeling to healthcare organizations in order to better serve patients, medical professionals, and administrators. Healthcare is one of the greatest challenges facing our world today, and Epic's work to integrate and share information will help making this complex system less complicated for everyone.

Through my work as the Events Manager at 95.5 WBRU-FM, I organized two large summer concerts where I was responsible for managing 40 staff members on-site and ensuring that all sponsors, band members, and attendees had a positive experience at the concerts. During that year, in addition to my school work, I organized the logistics for approximately 144 WBRU promotional events all over Rhode Island and Southern New England. I arranged staffing for all events, prepared the required materials, and ensured that the staff members were trained well in order to deliver the high-quality promotional events our clients expect. In addition, I developed an online scavenger hunt promotion in order to engage our listeners with Bud Light through Facebook, Twitter, and other social media outlets. I believe my creativity combined with my project management experience would be a valuable asset to your company.

In addition, I have cultivated an interest in social media and its role in a digital marketing strategy for the past few years in multiple positions. This summer, I interned with the Marketing and Media teams at Digital Influence Group, a full-service digital advertising agency with a social media focus. I conducted brand audits for AkzoNobel, Harvard Pilgrim Health Care, Reebok, and their respective competitors. In addition, I used Sysomos social listening software to monitor online conversations around relevant keywords and topics to assess the effectiveness of our programs. My analysis projects helped develop and direct internal business strategies and showed me how companies can market effectively in the digital age.

All of these skills would be directly applicable to your position, and I hope to have the opportunity to expand upon what I've learned and add value in the Epic organization. I am looking forward to hearing from your team regarding the Project Manager/Implementation Consultant opportunity.

Sincerely,  
Josiah Carberry  
@jcarbs

## John Doe

---

Brown University | 69 Brown Street Box 7376, Providence, RI 02912 | johndoe7@gmail.com | (555) 555-5555

October 4, 2011  
Jane Doe, Recruiting Coordinator  
Simon-Kucher & Partners  
One Canal Park  
Cambridge, MA 02141

Dear Ms. Doe,

I am writing to express my interest in a position as a Consultant at the Boston offices of Simon-Kucher & Partners, as posted on the Brown University Job Board. I had the opportunity to speak with Mr. Random Person and Mr. Other Person at the Simon-Kucher information session yesterday, and to learn about the unique requirements posed by your Life Sciences Division in both quantitative thinking and direct communication. I believe I can fill those needs. I am a senior at Brown University majoring in chemical biology. My scientific training and passion for data-driven analysis enabled me to win the Royce Fellowship at Brown and to maintain a 3.96 GPA while pursuing a college career of exploration and research.

My multidisciplinary background has trained me to tackle difficult problems at every level of analysis, from the abstract scope of higher mathematics down to the nuances of biochemical processes. Over the course of my scientific research at Brown University I have been promoted to a position of strategic authority, leading a research group toward a novel synthesis of a powerful antibiotic agent. I have a keen interest in mastering the challenging intellectual problems of the business world. I'm comfortable in a business environment—I was immersed in both planning and operations in my family's design and construction business as we successfully restructured the company to survive the recession.

A consulting position at Simon-Kucher & Partners offers the opportunity to engage my interests and energy at the interface of business and science. I can hit the ground running, and I produce results. I look forward to pursuing a path at the Life Sciences Division of Simon-Kucher, and to working as part of an entrepreneurial team where I can grow under the mentorship of some of the best minds in the industry. I would welcome the opportunity to discuss my qualifications in a personal interview. You can reach me by email at johndoe7@gmail.com, or by phone at (555) 555-5555. I look forward to hearing from you soon.

Sincerely,

—John Doe

(Your Name)  
69 Brown Street, Box 0000  
Providence, RI 02912

McKinsey & Company  
55 East 52nd Street, 21st Floor  
New York, NY 10022

October 2, 2011

Dear Ms. (First Name) (Last Name),

I am writing to express my interest in McKinsey's Business Analyst Program, one I hope to be a part of having experienced McKinsey's practices and culture after working for (Name of ex-McKinsey BA), a former business analyst in the New York office, on his gourmet ketchup start-up Sir Kensington's. I am extremely excited at the opportunity to work among passionate people like (Name of current McKinsey BA) and (Name of current McKinsey BA) who foster an entrepreneurial spirit to solve the toughest problems in the industry.

Through a broad range of experiences, I have developed skills that would be valuable to a team at McKinsey & Company:

- **Analytical skills:** On a due diligence case at Booz & Company Tokyo, I helped inform Nomura Capital's decision to purchase a top Japanese conglomerate's Chinese operations by interviewing Chinese sales representatives to identify local competitive strategies and GE's Regional Manager to understand the macro and micro dynamics in the power and transmission industry.
- **Client interaction skills:** While working with executives including the Global Head of the Health Care division at Kimberly-Clark and Regional Directors of the Clinton Foundation's Clinton Climate Initiative, I have become more attuned to meeting client's strategic needs and forging win-win relationships.
- **Team-driven leadership:** As President of the Brown Consulting Group, I managed a Clinton Foundation project and oversaw two other projects simultaneously. My experience working on teams in Japan, Spain, Singapore and the United States has also allowed me to bring perspectives to the table while tapping on the strengths of a diverse group of people.
- **Demonstrated impact:** As Senior Board Advisor for A Better World by Design, an international student design conference, I led a sponsorship team that forged partnerships with Kleiner Perkins Caufield & Byers (KPCB), BASF, Autodesk & Herman Miller to raise \$80,000.

From establishing the Climate Change Special Initiative to the revitalization of Shanghai's Nanjing Road, McKinsey has a track record of leading revolutions and it is truly my dream to work on challenges such as these. I look forward to the opportunity of meeting you to discuss my candidacy. Thank you for your time and kind consideration.

Sincerely,  
(First Name)

Brown Bear  
1764 Brownie Lane  
Providence, RI 02912

April 11, 2013

USAID | DELIVER Project  
John Snow, Inc.  
44 Farnsworth Street  
Boston, MA 02210

To Whom It May Concern:

I am interested in applying for a position as an Intern with the Deliver Project at JSI. I hold a Bachelor's Degree with honors in Human Biology: Human Health and Disease from Brown University and will be participating in a Masters in Public Health Program at Yale University in the fall. For the past year, and previous five summers, I have worked at the National Institutes of Health in the Vaccine Branch of the National Cancer Institute with Dr. \_\_\_\_\_.

In this position, I have worked on a novel breast cancer therapeutic vaccine protocol (HER2/neu), a novel prostate cancer peptide vaccine protocol (TARP), assessing the immunogenicity of the GARDASIL © HPV vaccine in HIV-infected patients, a Bench to Bedside Project for patients with vertically acquired HIV, and with NIH's Camp Fantastic (a camp for children with cancer). In these various capacities, I have been responsible for assessing HIV-infected patient's antiretroviral drug-resistance, analyzing blood work/lab results, recording vaccine tolerance, assessing the immunogenicity and effectiveness/impact of the vaccine platforms, computing patient's Prostate-Specific Antigen doubling time, and monitoring disease progression by calculating and recording patient's tumor RECIST measurements. Conducting research at NIH, combined with my coursework in undergrad fostered my interest in public health with a focus on social contexts of diseases, including barriers in access to education and health care services.

Receiving the opportunity to work for an organization that is dedicated to improving global health through collaboration with governments, partner organizations, and host-country experts would be an amazing opportunity. With academic and professional interests based in overcoming health disparities, providing access to healthcare and education, and implementing prevention interventions, working on a project that provides the necessary malaria supplies to countries throughout Africa and South East Asia would enable me to understand the hands-on needs and responsibilities of a public health worker and effective approaches to strengthening health systems. Having been responsible for creating and managing the electronic database, which stores patient data for over seventy patients, I believe I would be able to assist Task Order 7 with compiling country stock levels and expected shipments of malaria pharmaceuticals/test kits into a comprehensive database and the conversion to a web-based format.

I look forward to hearing from you soon in regards to this opportunity. If you have any further questions, please contact me either via email [CollegeHill@browntown.edu](mailto:CollegeHill@browntown.edu) or telephone (XXX) XXX-XXXX.

Sincerely,

Brown Bear

## Primrose Everdeen

Brown University • 69 Brown St Box 1234 • Primrose\_Everdeen@brown.edu (707)555-6741

20 March 2011

Kate Brock, Executive Director  
Ocean State Action  
99 Bald Hill Road  
Cranston, RI 02920

Dear Ms. Brock

I am writing to apply for the position of summer organizer. I learned of this opening in an email I received from Brown University's Sociology Department. As a pre-law dual concentrator in Sociology and American Civilization, I am ready and eager to get my feet wet and get involved in the community.

I cultivated my zeal for social justice and civil rights through my extensive experiences working with criminal defense attorney Harvey Birdman and with nonprofit organizations like the California Partnership to End Domestic Violence (CPEDV) and the California Youth Leadership Forum for Students with Disabilities. When I volunteered with CPEDV, I assisted in the planning and execution of several events, including the annual "Heart to Heart with our Legislators" at the California state capitol. In addition to participating in advocacy events, I updated CPEDV's volunteer program and created a new outreach plan for local high schools.

I have been at Brown University for three years, and I want to use this internship as an opportunity to serve the community that has served me well through all my time here. Beyond my experience in political advocacy for underrepresented groups, I will be a valuable asset to your coalition with my organizational skills and professional integrity.

I admire the goals and principles of Ocean State Action, and I want to apply my passions for social justice and human rights as a summer organizer. With my skills and experience, I believe I can be a great asset to this coalition. I would love the opportunity to discuss this internship and my qualifications for it in more detail in person. The best way to reach me is via email at Primrose\_Everdeen@brown.edu or via telephone at (707)555-6741. Thank you very much for your consideration, and I sincerely hope to hear from you soon.

Sincerely,

Primrose Everdeen

Primrose Everdeen

Steven Harbough  
[steven\\_harbough@brown.edu](mailto:steven_harbough@brown.edu)  
Box. 0987, 69 Brown St,  
Providence, RI 02912 (401) 336-2560

April 9, 2013

Mr. Danny Musher, Programming Services Officer  
Office of Energy Resources  
One Capitol Hill  
Providence, RI 02908

Dear Mr. Musher,

I am writing to apply for the position of Technical Writer for the Rhode Island State Energy Plan, which was recommended to me by my concentration advisor Professor Dawn King of the Center for Environmental Studies at Brown University. As a student pursuing a career in energy policy, I think this position is a great opportunity to channel my interest and knowledge of energy and environmental policy towards the creation of a coordinated State Energy Plan for Rhode Island. This would not only be a great learning experience, but would allow me to work to create real change in a politically progressive state. Further, I have experience in computer programs like Microsoft Word and Excel, research, condensing information and drafting policy briefs.

I developed an interest in integrated policy-making as a research intern at IBM during the summer of 2012. As part of the India@75 initiative undertaken by the Confederation of Indian Industry, my team's project was to create preliminary transport and energy plans for the city of Bangalore. My independent tasks included researching international best practices in transport and energy, synthesizing and summarizing the data I collected into cohesive presentations and creating Compatibility Maturity Models (CMM) with recommended policy interventions depending on the state's level of investment. My time at IBM showed me the importance of conducting policy intervention at the systemic level. For example, my city transportation CMM considered every element of the sector from Intelligent Transportation Systems and road safety to pedestrian facilities and legal drivers.

At Brown University, I have created an independent concentration called the *Political Economy of the Environment*, which addresses my interest in energy and systemic solutions through a focus in energy policy. My most important methodological course, *Energy Policy and Politics*, has made me familiar with U.S. energy infrastructure from production to transmission to distribution, as well as various types of energy policy interventions from subsidies to market-based frameworks like RGGI. I have synthesized information from academic to government sources and drafted technical policy briefs on Offshore Wind Energy on the U.S. east coast as well as Nuclear Energy in the U.S. My final project involves working as part of a cohesive team to evaluate and draft an integrated and comprehensive RISEP that will include recommendations for new energy resources and regional policy integration to address environmental health, economic development and the provision of clean, reliable energy for the citizens of Rhode Island.

I can assure you that I will be a great candidate for this position, and am eager to take on new challenges while working as a part of this team. I look forward to an interview to elaborate further on my skills and qualifications, and can best be reached by email at [steven\\_harbough@brown.edu](mailto:steven_harbough@brown.edu).

Sincerely,

Steven Harbough

## Sample Cover Letter

Josiah Carberry  
Josiah\_Carberry@brown.edu  
167 Angell Street,  
Providence, RI 02912 (401) 863-3326

September 1, 201X

Ms. Jane Doe, Assistant Director  
Community Center  
555 Community Center Way  
New York, NY 10002

Dear Ms. Doe:

I am writing to apply for the Group Leader position at Community Center, which I learned about through idealist.org. I am looking for work that will channel my energy for community building and social change. Community Center embodies much of what I am hoping to accomplish, and working as a Group Leader would allow me to use my community building and language skills to serve your organization's mission.

As an Ethnic Studies concentrator at Brown University, I studied the often unspoken histories of immigrants in America, and learned how to bridge the gap between marginalized communities and academia. I have been involved with Brown's Third World Center throughout my undergraduate studies, first as a peer counselor to minority students and then as a program coordinator for Multiracial Heritage Week and Puerto Rican Cultural Week. These experiences developed my ability to create safe spaces that help students from under-represented groups to feel welcome and accepted. I have spent years cultivating skills in community organizing, and intertwined with that goal, inspiring change and self-reflection through the arts.

My familiarity with Manhattan, through working at the Museum of Chinese in the Americas in Chinatown (MOCA) would be helpful to Community Center. At MOCA, the research I undertook enabled me to understand families within their cultural, social and historical contexts. I also worked with summer camp and daycare groups on-site at MOCA. I feel connected to the people who live in this area and attribute this in part to my fluency in both Spanish and Chinese.

I would be happy to come to New York to discuss the position of Group Leader or other possibilities within Community Center. I can best be reached at my cell phone, (401) 863-3326. I hope to hear from you soon.

Sincerely,

Josiah Carberry

Steven Harbough  
[steven\\_harbough@brown.edu](mailto:steven_harbough@brown.edu)  
Box. 0987, 69 Brown St,  
Providence, RI 02912 (401) 336-2560

April 9, 2013

Mr. Danny Musher, Programming Services Officer  
Office of Energy Resources  
One Capitol Hill  
Providence, RI 02908

Dear Mr. Musher,

I am writing to apply for the position of Technical Writer for the Rhode Island State Energy Plan, which was recommended to me by my concentration advisor Professor Dawn King of the Center for Environmental Studies at Brown University. As a student pursuing a career in energy policy, I think this position is a great opportunity to channel my interest and knowledge of energy and environmental policy towards the creation of a coordinated State Energy Plan for Rhode Island. This would not only be a great learning experience, but would allow me to work to create real change in a politically progressive state. Further, I have experience in computer programs like Microsoft Word and Excel, research, condensing information and drafting policy briefs.

I developed an interest in integrated policy-making as a research intern at IBM during the summer of 2012. As part of the India@75 initiative undertaken by the Confederation of Indian Industry, my team's project was to create preliminary transport and energy plans for the city of Bangalore. My independent tasks included researching international best practices in transport and energy, synthesizing and summarizing the data I collected into cohesive presentations and creating Compatibility Maturity Models (CMM) with recommended policy interventions depending on the state's level of investment. My time at IBM showed me the importance of conducting policy intervention at the systemic level. For example, my city transportation CMM considered every element of the sector from Intelligent Transportation Systems and road safety to pedestrian facilities and legal drivers.

At Brown University, I have created an independent concentration called the *Political Economy of the Environment*, which addresses my interest in energy and systemic solutions through a focus in energy policy. My most important methodological course, *Energy Policy and Politics*, has made me familiar with U.S. energy infrastructure from production to transmission to distribution, as well as various types of energy policy interventions from subsidies to market-based frameworks like RGGI. I have synthesized information from academic to government sources and drafted technical policy briefs on Offshore Wind Energy on the U.S. east coast as well as Nuclear Energy in the U.S. My final project involves working as part of a cohesive team to evaluate and draft an integrated and comprehensive RISEP that will include recommendations for new energy resources and regional policy integration to address environmental health, economic development and the provision of clean, reliable energy for the citizens of Rhode Island.

I can assure you that I will be a great candidate for this position, and am eager to take on new challenges while working as a part of this team. I look forward to an interview to elaborate further on my skills and qualifications, and can best be reached by email at [steven\\_harbough@brown.edu](mailto:steven_harbough@brown.edu).

Sincerely,

Steven Harbough

Jane Smith  
Brown University, PO Box 2930  
Providence, RI 02912  
(401) xxx-xxxx  
April 14, 2013

Ms. Jody Franklin  
Director of Communications and Engagement  
Metropolitan Policy Program  
The Brookings Institution  
1775 Massachusetts Ave, NW  
Washington DC, 20036

Dear Ms. Franklin:

I am writing to express my strong interest in the Communications Assistant position in the Metropolitan Policy Program at Brookings, which I learned about through Rachel Harvey's referral. I share the Metropolitan Policy Program's commitment to studying and supporting urban areas as pivotal centers of social and economic promise, and I am confident that as a member of the Program I would be able to enhance the Institution's policy impact and communication efforts.

My liberal arts education at Brown University has given me significant practice in entrepreneurial, analytical thinking and clear, articulate communication. In addition, I have gained practical experience in policy and public communications offices through several prominent internships.

Working with a small team at the Center for American Progress, I balanced the daily tasks of media monitoring and cultivating targeted press lists with volunteer opportunities writing press releases and assisting media trainings. Prior to that, I helped manage Governor Chafee's Communications office through a leadership transition and coordinated communication with other executive agencies and municipalities. Among other projects, I supported rapid-response policy dissemination efforts throughout a high-profile municipal bankruptcy and Providence's Jewelry District's urban revitalization project. At Brown, working in the office of the Vice President of Public Affairs and University Relations exposed me to every aspect of event planning, from meticulous organization of logistics to liaising with donors and politicians.

Through these experiences supporting, monitoring, and generating communication across new and traditional formats, I am well equipped to further Brookings' impact on public policy and informed opinion. I can be a valuable asset to Brookings' Metropolitan Policy Program, and I look forward to discussing my qualifications with you in an interview. I can be reached by e-mail at jane\_doe@brown.edu and by phone at 401-xxx-xxxx. Thank you for your consideration, and I look forward to meeting with you.

Best Regards,  
Jane Doe

January 21<sup>st</sup>, 2013

To the Hiring Manager at Epic:

I am writing to apply for a Project Manager/Implementation Consultant position, which I learned about through the Brown University Job & Internship Board. I am excited that Epic is providing real-time analytics and modeling to healthcare organizations in order to better serve patients, medical professionals, and administrators. Healthcare is one of the greatest challenges facing our world today, and Epic's work to integrate and share information will help making this complex system less complicated for everyone.

Through my work as the Events Manager at 95.5 WBRU-FM, I organized two large summer concerts where I was responsible for managing 40 staff members on-site and ensuring that all sponsors, band members, and attendees had a positive experience at the concerts. During that year, in addition to my school work, I organized the logistics for approximately 144 WBRU promotional events all over Rhode Island and Southern New England. I arranged staffing for all events, prepared the required materials, and ensured that the staff members were trained well in order to deliver the high-quality promotional events our clients expect. In addition, I developed an online scavenger hunt promotion in order to engage our listeners with Bud Light through Facebook, Twitter, and other social media outlets. I believe my creativity combined with my project management experience would be a valuable asset to your company.

In addition, I have cultivated an interest in social media and its role in a digital marketing strategy for the past few years in multiple positions. This summer, I interned with the Marketing and Media teams at Digital Influence Group, a full-service digital advertising agency with a social media focus. I conducted brand audits for AkzoNobel, Harvard Pilgrim Health Care, Reebok, and their respective competitors. In addition, I used Sysomos social listening software to monitor online conversations around relevant keywords and topics to assess the effectiveness of our programs. My analysis projects helped develop and direct internal business strategies and showed me how companies can market effectively in the digital age.

All of these skills would be directly applicable to your position, and I hope to have the opportunity to expand upon what I've learned and add value in the Epic organization. I am looking forward to hearing from your team regarding the Project Manager/Implementation Consultant opportunity.

Sincerely,  
Josiah Carberry  
@jcarbs

## Mary Gorown

69 Brown Street #7098, Providence, RI 02912 •MaryGo@brown.edu • (555) 904 – 7385

February 21, 2012

Marc Fleishhacker  
Managing Director, North America  
True Action Network  
495 Broadway, 4<sup>th</sup> Floor  
New York, NY 10012

Dear Mr. Fleishhacker:

I am writing to apply for the Marketing Associate Program at True Action Network, which I learned of on the Brown University Job and Internship Board. I was immediately drawn to True Action for its use of consumer behavior data insights and digital creative power to generate strategic results. I am impressed by True Action's dedication to its clients as proven by its shared risk / shared reward compensation model.

My interest in the position comes from a combination of my academic intellectual curiosity and extra-curricular experiences in marketing and creative problem solving. As an applied cognitive science concentrator at Brown, I have studied the psychology of marketing and have practice using data to answer big questions. My research has included using information processing theories to understand the role of humor in advertising, understanding the science behind good design and layout, and studying the linguistics of brand names, including what aspects of a brand name elicit consumer purchasing preferences. Both my academic knowledge and my skill set of applying research will be relevant across the Strategy, Marketing Services, and Project Management rotations of the Associate program.

Outside of the classroom, I have experience in corporate marketing as the Brand and Naming Intern at Hasbro. I was responsible for creating toy names across 29 global brands. Through naming products, I learned the importance of extracting and highlighting the essence of a product and a brand and how each part of a product must fit into a larger marketing strategy. For example, toys that are meant to be collectible need names that communicate that they are a part of a set. Additionally, from being President of Brown RISD Hillel, I have experience working with a diverse set of people to bring ideas to life. With a five person executive board, I led forty-two student leaders and initiated a leadership development program to increase collaborative planning. My understanding of brand essences and the importance of working in partnerships will be directly applicable to the work I do and learn to do at True Action.

True Action believes that its success is measured in the growth of its client's business. I would love to further discuss the opportunity to use my skills and experiences to contribute to clients' growth and True Action's success through the Marketing Associates program. I can best be reached at (555) 904 – 7385 or [MaryGo@brown.edu](mailto:MaryGo@brown.edu).

Thank you for your time and your consideration. I look forward to hearing from you.

Sincerely,  
Mary Gorown

## Stu Dent

Brown University ♦ 69 Brown Street #1234 ♦ Providence, RI 02912  
[stu\\_dent@brown.edu](mailto:stu_dent@brown.edu) ♦ (401) 123-1234

December 27<sup>th</sup>, 2012  
Dr. Dream Job  
The Job Lab  
375 Longwood Avenue  
Boston, MA 02115

Dear Dr. Job,

I am writing to apply for a position at The Job Lab, which I learned about through Dr. Jonathan O'Muircheartaigh. In May 2013, I will be graduating from Brown University with a Bachelor of Science in Cognitive Neuroscience with honors and early election into Phi Beta Kappa. Given your group's consistently impressive breadth and depth of work, I am keen to contribute my own set of skills, which include data analysis and visualization in addition to facility in the MR environment. I was particularly drawn to your extensive work with at-risk populations, ranging from the Bucharest Early Intervention Project in social cognition, NICU graduates' memory to development in siblings of children with ASD.

As a Cognitive Neuroscience concentrator at Brown University, my primary interest has been developmental cognitive neuroscience. In addition to taking relevant classes and seminars, I have furthered my knowledge of the field by working as a research assistant with Professor Sean Deoni at the Advanced Baby Imaging Lab. Last summer, I applied for and won an undergraduate research award to study language network development in infants and toddlers. After presenting a poster of the results, I have continued the project through a senior thesis, examining differences in myelination between monolinguals and bilinguals from 1 to 5 years of age. Completing my own project has helped me develop and refine my abilities as both a collaborator and independent investigator. A first-author manuscript of these results is currently in preparation.

Outside the lab, for the past four years, I have served as head Sunday School instructor, instructing students from 3 to 12 years of age. These weekly interactions helped me become a better planner as well as a better communicator, especially with children. I have also volunteered as the pediatric playroom coordinator in the longterm/psychiatric floor at Hasbro Children's Hospital where I had the opportunity to interact with more challenging pediatric populations. In addition to being comfortable with working with the younger population, I have also matured as a leader amongst my peers. I have fostered long-term mentoring relationships with Brown University peers as a mentor in both Women in Science and Engineering (WiSE) and Matched Advising Program for Sophomore (MAPS). Being a mentor has required using analytic and observational skills to not only identify potential difficulties and devise corresponding solutions unique to each mentee, but also organize panels and lead discussion groups.

I am very much looking forward to this opportunity, and I am confident that my ability and my dedication to learning will be a good match for a position with your lab. I would also be happy to come to Boston to discuss a position or other opportunities. I can be best reached at my email, [stu\\_dent@brown.edu](mailto:stu_dent@brown.edu), or on my cellphone, (401) 123-1234. Included is a copy of my resume, which provides additional information on my background and experiences. Thank you in advance for your time, and I hope to hear from you soon.

Sincerely,

Stu Dent

## JASON BROWN

May 13, 2013

Ms. Mary Adams  
Massachusetts General Hospital  
55 Fruit Street  
Boston, MA 02114

Dear Ms. Adams:

I am writing to express my interest in the Research Technician position in the Smith Laboratory at Massachusetts General Hospital. I learned about this opportunity through Dr. Smith's profile on the hospital's website. My interests lie in applying the knowledge I have gained through my studies and work as an undergraduate in the field of Chemical Biology to a focused and goal-oriented project. As an aspiring doctor and scientist, I believe that working on the ongoing projects in the Smith Laboratory, such as those focusing on the cells and tissues that act as reservoirs for the HIV-1 virus, would offer invaluable insight and experience into both medicine and biomedical research. Moreover, the training offered by your team would allow me to hone my scientific and leadership skills in order to serve your projects' long-term goals.

As a Chemical Biology concentrator at Brown University, I have studied a wide array of chemical techniques and have learned how they can be employed to probe biological systems. For instance, I have taken advanced courses cell biology and biochemistry; I have also taken an upper level techniques course in pathobiology, where I gained theoretical exposure to numerous techniques including PCR, Gel Electrophoresis, and Western Blots. Furthermore, I have been involved in biochemical and biophysical research for the last two years, where my efforts focused on DNA analysis and manipulation. During the summer of 2011, I collaborated with fellow laboratory members to study the handoff between the enzymes hOGG1 and APE1 in base excision repair pathway to remove oxidized guanine nucleotides. Moreover, I am currently working on incorporating nanofluidic devices and fluorescence microscopy to develop a genetic assay capable of detecting mutant strains of *C. difficile* responsible for outbreaks in gastrointestinal diseases. My experiences in the laboratory have developed my analytical and critical thinking skills as well as my leadership and communication skills. The time I have spent investigating DNA has strengthened my interest and motivation to continue applying myself to research.

I would be happy to further discuss my interest in the position. I can be reached via email at Jason\_Brown@brown.edu or at my cell phone, (401) 555-1234. I look forward to hearing from you.

Best regards,

Jason Brown

Brown Bear  
1764 Brownie Lane  
Providence, RI 02912

April 11, 2013

USAID | DELIVER Project  
John Snow, Inc.  
44 Farnsworth Street  
Boston, MA 02210

To Whom It May Concern:

I am interested in applying for a position as an Intern with the Deliver Project at JSI. I hold a Bachelor's Degree with honors in Human Biology: Human Health and Disease from Brown University and will be participating in a Masters in Public Health Program at Yale University in the fall. For the past year, and previous five summers, I have worked at the National Institutes of Health in the Vaccine Branch of the National Cancer Institute with Dr. \_\_\_\_\_.

In this position, I have worked on a novel breast cancer therapeutic vaccine protocol (HER2/neu), a novel prostate cancer peptide vaccine protocol (TARP), assessing the immunogenicity of the GARDASIL © HPV vaccine in HIV-infected patients, a Bench to Bedside Project for patients with vertically acquired HIV, and with NIH's Camp Fantastic (a camp for children with cancer). In these various capacities, I have been responsible for assessing HIV-infected patient's antiretroviral drug-resistance, analyzing blood work/lab results, recording vaccine tolerance, assessing the immunogenicity and effectiveness/impact of the vaccine platforms, computing patient's Prostate-Specific Antigen doubling time, and monitoring disease progression by calculating and recording patient's tumor RECIST measurements. Conducting research at NIH, combined with my coursework in undergrad fostered my interest in public health with a focus on social contexts of diseases, including barriers in access to education and health care services.

Receiving the opportunity to work for an organization that is dedicated to improving global health through collaboration with governments, partner organizations, and host-country experts would be an amazing opportunity. With academic and professional interests based in overcoming health disparities, providing access to healthcare and education, and implementing prevention interventions, working on a project that provides the necessary malaria supplies to countries throughout Africa and South East Asia would enable me to understand the hands-on needs and responsibilities of a public health worker and effective approaches to strengthening health systems. Having been responsible for creating and managing the electronic database, which stores patient data for over seventy patients, I believe I would be able to assist Task Order 7 with compiling country stock levels and expected shipments of malaria pharmaceuticals/test kits into a comprehensive database and the conversion to a web-based format.

I look forward to hearing from you soon in regards to this opportunity. If you have any further questions, please contact me either via email [CollegeHill@browntown.edu](mailto:CollegeHill@browntown.edu) or telephone (XXX) XXX-XXXX.

Sincerely,

Brown Bear

May 5, 2012

Dr. Albert Einstein  
University Emergency Medicine Foundation  
55 Claverick St. 2nd Floor  
Providence, Rhode Island 02903

**Re: Application for Employment – Scribe**

Dear Dr. Einstein,

It is with great enthusiasm that I apply for the position of Scribe for the University Emergency Medicine Foundation (UEMF).

This month, I am graduating from Brown University with Honors, having both completed the University's pre-medical curriculum and earning a Bachelor of Arts degree in Classics. I will be applying to medical school for admission for the fall of 2014. Prior to matriculation, it is my goal to work full-time within an active clinical setting, interacting with patients and medical personnel. I am confident that my academic record, past variety of clinical experiences, and communication skills make me an excellent fit for the position of Scribe. I am highly organized and efficient, possess strong interpersonal skills, and eagerly embrace new tasks and challenges.

Most recently, I served as a Teaching Assistant for Dr. John Smith's course, Emergency Medical Systems: Anatomy of Critical Performance. As TA, I led weekly discussion sections on public health topics pertinent to the ER, including trauma treatment, medical ethics, and malpractice concerns. In a semester-long assignment, I assisted students in their goal of redesigning discharge instructions to increase patient comprehension. Dr. Becker has been instrumental in my decision to seek this position and supports my application.

My clinical experience includes shadowing several physicians at the Anderson Emergency Center at Rhode Island Hospital and the Pediatric Emergency Room at Hasbro Hospital where I experienced firsthand the unique nature of the ER. I gained further clinical experience over the past year as a unit volunteer on the Gynecology/Oncology floor at Women and Infants Hospital. Additionally, over the last four years, I shadowed Dr. Amilia Earhart, a New Jersey Gynecologist. During patient visits with her, I have been witness to the attention and compassion essential to building trust and determining proper medical treatment. I believe that these clinical experiences will allow me to assimilate seamlessly to Emergency Room processes and quickly earn the respect of my coworkers.

I have attached my resume to this email. I am prepared to begin work in June 2012. I hope to hear from you to discuss my application and qualifications.

Very truly yours,

**Marie Curie**

[marie\\_curie@brown.edu](mailto:marie_curie@brown.edu)  
(908) 216-7589

cc: (HR director)