

## **Thomas Browne**

432 Holly Street  
Waynesboro, VA 22930

April 3, 2013

Mr. Alfred Winslow  
Senior Partner  
Research Services, Inc.  
325 East Avenue  
Washington, DC 00000

Dear Mr. Winslow:

I am a fourth year student in Commerce and Economics at the University of Virginia. Your job position of Health Research Analyst listed on CAVLink caught my attention. In learning more about your company, I found that you place an emphasis on Health Research and Analysis. I was pleased to see that you have a multi-disciplinary staff devoted to research and analysis of a wide variety of health issues for several different organizations and Federal agencies. Furthermore, your staff puts their efforts into technical assistance, training, and analysis to support national health data collection efforts.

As my resume indicates, I have extensive experience researching and preparing reports, as well as a strong background in the social sciences, with a special interest in the field of health. My interest in the business world is reflected in my coursework in commerce and economics. Moreover, I believe that I would find the special projects in investigating patterns and predictors of health behaviors and epidemiological outcomes for specific population groups most interesting. I am quite familiar with qualitative and quantitative data collection techniques and would greatly enjoy assisting your company in incorporating this knowledge into specific research initiatives as appropriate. I have run Focus group discussions, performed personal interviews, cross-sectional and cohort mail and telephone surveys, and analysis of data sets submitted to Federal agencies. These also were listed as some examples of the methods employed by your staff to address health behavior, epidemiological, and health policy questions. Therefore, I see a very good fit between your needs and my interests and abilities.

I will be in Washington next Thursday and Friday, and would like to meet with you to discuss the Research Assistant position. I will call you on Monday or Tuesday to arrange a possible time that we might get together. Thank you for your time and for your consideration in my joining your organization.

Sincerely,

Thomas Browne

Anna (Thi) Pan  
987 Lewis St. Charlottesville VA 22904  
annapan@virginia.edu | 434-983-0000

April 22, 2015

Remi Monoco, Executive Assistant  
The Metropolitan Waterfront Alliance  
457 Madison Avenue  
New York, NY 10022

Dear Mr. Monoco:

I am applying for the position of Office Associate with the Metropolitan Waterfront Alliance (MWA) based on the recommendation of a mutual friend, Kim Power. I will graduate in May 2016 from the University of Virginia (U.Va.) with a Bachelor of Urban and Environmental Planning, a Bachelor of Arts in French and a minor in Architecture. I will be moving to New York City soon and see this position as the ideal opportunity to contribute the skills I have gained from my professional experience, academic studies, and diverse background. I share the belief with MWA that waterfront areas should be accessible for all, and I am strongly motivated to make the New York and New Jersey shores a pleasant place to live, work and play.

My organizational and communication skills are well demonstrated in my work experiences in non-profit, corporate and student organization settings. Currently, I intern with Piedmont Council of the Arts which shares similar responsibilities to the position at MWA. During my internship, I provide administrative support, focusing on maintaining a contact database of local artists, creating a new filing system for the council and constructing e-mail campaigns. I have also interned at KPMG Audit Firm, a corporate environment where attention to detail was essential when managing client files and proofreading financial statements. In addition, I handled event logistics and publicized events when I served as publicity chair of the Taiwanese Student Association at U.Va. I have acquired a sophisticated understanding of urban affairs through my studies. My coursework included site assessment and data collection, application of planning regulations, and the development of recommendations in order to create neighborhood master plan and transportation plan. Originally from Taiwan, my residence in Germany, France and the United States, as well as my extensive travel experience have fostered an ease in working with people from diverse backgrounds.

Kim Power is sending you a letter in regards to my qualifications and I look forward to discussing my candidacy for this position with you as well. Thank you for your time and thoughtful consideration. I hope to hear back from you soon.

Respectfully,

Anna (Thi) Pan

Enclosure: resumé

*Sample Cover Letter for Campaign Organizer in Public Service Bridge Program*

Marcus Washington  
221 Jefferson Park Avenue  
Charlottesville, VA 22904

January 23, 2016

Hiring Manager  
Impact  
1543 Wazee St., Ste. 410  
Denver, CO 80202

Dear Hiring Manager:

My best work is based on a mission. Based on a mission to raise the wages of University of Virginia dining workers, I organized a meeting between community activists and UVA President Teresa Sullivan, catalyzing progress for local economic equality. Based on Impact's mission to enact "change in our environment, our democracy, and our future," I will produce the same excellent work in advancing meaningful social progress. My passion for mission-driven change and my skills in partnership development, team leadership, and effective communication combine to suit me well for the Campaign Organizer position with Impact, which I discovered through an online search for public service bridge programs.

As president of the Living Wage Campaign for the past two years, I've dedicated myself to improving economic opportunity by focusing inward on my community, specifically on the wages of dining employees. Initially, I met with dining workers to understand how my organization could best support them. Together, we identified the goal of meeting with President Sullivan to bring attention and urgency to the low wages of dining workers. I led my team in pursuing meetings with lower-level members of the administration, establishing our campaign as a serious voice to UVA's leaders. After months of persistent effort, we worked our way up to a meeting with President Sullivan, at which I gave opening remarks. By the end of the meeting, President Sullivan promised to prioritize paying workers a living wage and scheduled a follow-up meeting to continue developing our partnership on this issue.

This campaign experience showcases my skills of partnering with community leaders, leading a team of activists to work towards common progress, and communicating effectively with varied audiences. By working closely alongside the community of dining workers, I identified how and where I could make the biggest difference.

Through Impact, I would combine my organizing skills and passion for social action with my potential to continually develop as a leader of change. I appreciate your consideration and look forward to speaking with you at your convenience.

Best,

Marcus Washington