

January 18, 2021

City of San Jose
200 E. Santa Clara St
San Jose, CA 95113

Yushan Tong
839 179th Ct NE
Bellevue, WA 98008

To Whom It May Concern:

I am currently a first-year Master of Urban and Regional Planning student at UCLA, focusing on Transportation Planning and Policy. I am writing to inquire about a possible internship at the City of San Jose in the transportation department. My interest in being part of San Jose's flourishing city is from my positive personal experiences in San Jose, the unique setting from a transportation perspective being serviced by extended pedestrian trails, and community-embedded planning efforts. I have a strong interest in transportation, zoning, and racial equity. I believe my previous professional and personal experiences, along with insight as a California citizen studying at UCLA, would allow me to make a valuable contribution to the City of San Jose as an intern.

During my past position as a researcher at the University of Washington-Seattle, I developed quantitative, qualitative research skills, and team leadership skills that I believe would prove useful to the City of San Jose. During my research project, I created Qualtrics surveys and conducted focus group interviews with community members and stakeholders regarding their experience in Seattle's urban parks. After data collection, I developed a coding manual to analyze unique qualitative interview data followed by statistic models to quantitatively analyze the coded data. I successfully presented these research results to over 250 audience members at the UW research symposium and a public meeting for Seattle Parks and Recreation. I achieved my goal of furthering preserving the natural environment in Seattle's urban parks by encouraging civic engagement in the park planning and conservation process. This unique and nuanced research experience provided me with a solid foundation of research skills that I am eager to build on through an internship at the City of San Jose.

Before graduate school, I managed multiple projects at United Way of Pierce County to reduce poverty and hunger throughout Pierce County, Washington. The onset of my tenure was riddled with emergency situations in many of these communities due to diminished coordination of resources and communication in specific communities. By establishing relationships with stakeholders individually – including community leaders, school districts, and non-profit organizations – I vastly improved my future projects' planning and development with the community's full support and assistance. During my time at United Way, I also coordinated additional volunteer events and involvement from surrounding businesses to improve United Way's reach to underprivileged communities. With my team collaboration, communication, and leadership skills, I achieved my goals on time with success, and I believe I would be able to bring the same success to the City of San Jose.

I believe my research and communication skills and self-motivated personality will allow me to support the City of San Jose from a unique lens while promoting a message of racial equity for all. My previous professional experiences at United Way, academic experiences at UCLA and University of Washington, and personal experiences as a Chinese Immigrant have exposed me to the need to infuse inclusion and kindness values to all aspects of life. I continually strive to foster diverse relationships and push forward inclusion in the planning profession, a goal I know the City of San Jose shares.

I much appreciate the possible opportunity for the City of San Jose. My prior work experiences, rigorous workloads, and unique perspectives have made me well-positioned to assist in the wide variety of planning matters in the City of San Jose. Please reach me by email (tongy96@ucla.edu) or phone (425- 516-8165). Thank you for your time and consideration.

Sincerely,



Yushan Tong