

# Diogo Ferreira

Shooters Hill, London  
SE18 3LN

Email: [diogo.tferreira@outlook.com](mailto:diogo.tferreira@outlook.com)  
Mobile: +44 7507488205

**Dear Hiring Team,**

I'm a recent graduate from the University of Leeds with a First Class degree with Honours in Politics, Philosophy and Economics. I have developed practical experience in editing and summarising research, both during my academic career leading the student-run Leeds Policy Institute, and during my professional career interning with the Department for Work and Pensions. I enjoy writing and reading about economic and policy-making in my free time, so I'm excited to join a team which specialises in economic analysis, particularly in sustainable economic development.

Last year, I completed a summer internship program at the DWP in the Horizon Scanning team, producing a forecast for the Fraud, Error and Debt division which gave insights on data regulation, privacy and ethics, specifically how the regulatory environment should be expected to change. This year, I graduated from university, started my own blog and managed the editing of Leeds Policy Institute's latest set of reports.

Now, I'm excited to continue my journey by contributing and growing as a Publications Assistant at the IGC. There are three things that make me a perfect fit for this position:

First, I have consistently proven my excellent communication skills and my strong attention to detail. As a policy researcher at the DWP, I had to process requests from across the department for briefings on new political events, such as the King's Speech or the Chancellor's maiden speech. These briefings were ad-hoc and required me to follow pre-existing Civil Service style guidelines and keep close contact with the requesting teams – mainly by providing daily progress updates to colleagues and communicating shifting priorities. As the secretary for Leeds Policy Institute, I managed the editing of 6 research teams' final policy documents. This task involved synthesising suggested edits from our in-house editors as well as the Academic Advisory Council (which was a group of professors who had agreed to comment on our research) and writing and editing research paper abstracts. The result of my work has been that, for two years running, all of our research groups have been accepted to present at the British Conference for Undergraduate Research.

Second, I always bring focus and commitment to everything I do. Before I went to university, I decided to study Information Technology for a National Foundation Diploma, and my technological skills and commitment to study meant I was awarded a Starred Distinction. I gained an advanced understanding of database and spreadsheet management principles, and Microsoft Office software. I further advanced my technological understanding by becoming the Technology Officer at Leeds Community Consulting, a pro-bono student-led organisation. This developed not only my aptitude for SQL and practical database management, but also my teamwork management skills: I led a team of three to successfully develop the organisation's new website, using robust agile methods to ensure that we could each work independently, all while following a central plan.

Finally, I strongly resonate with the IGC's mission statement. High-quality, data-driven insights to advise decision-making processes in low-income countries have been undoubtedly transformational. For example, as a Portuguese citizen with a strong interest in foreign affairs, I was particularly excited to read about the IGC's analysis of conflict and integration in Mozambique.

The opportunity to contribute to these projects excites me and I believe you'll find my professional and academic experience makes me an excellent fit for this role.

Kind Regards,  
**Diogo Ferreira**