INCLUDE SENDER’S NAME & ADDRESS

22 September, 2016 DATE

Dianna Fogarty RECIPIENT’S ADDRESS

Human Resources Director

City of Portsmouth

1 Junkins Avenue

Portsmouth, NH 03801

Dear Ms. Fogarty, SALUTATION

CLEAR SOP, WHY ARE YOU WRITING?: I am writing to apply for the GIS Intern position with the Portsmouth Department of Public Works. I am a senior at the University of New Hampshire majoring in Environmental Engineering and my coursework has included study in the areas of water resources and GIS.

BEGIN CASE FOR GOOD FIT WITH EXAMPLES (experience, enthusiasm, reliability, hard work, persistence). EXAMPLE 1: Last spring, I took my first course is GIS and I enjoyed it very much. In this course became familiar with ArcGIS 10.3 and many of its useful features. I learned a lot in this course and was able to apply some of this knowledge to my senior project. As part of this project I identified areas of the road network in Georgetown, ME that are at the highest risk of flooding during a 100-year storm event, either by storm surge or undersized culverts leading to streams over topping a segment of the road. My experience with ArcGIS would allow me to jump right into the work for this position without the need for much training.

BUILD CASE. EXAMPLE 2: I also work at the UNH Interoperability Laboratory where attention to detail, communication skills, and the ability to work independently are crucial. My work there involves closely inspecting signals from Ethernet equipment to test compliance with industry standards. This work is mostly done independently, but also often involves contacting and discussing observed issues with vendor companies. When working with vendors is very important that I explain my observations clearly and in detail, as minor differences can determine if a device passes or fails a test. EXAMPLE 3: These skills were also important in my work at the NH Department of Environmental Services as a permitting assistant. There, through reviewing permit applications and communicating with applicants, my job was to ensure that applications for new permits were complete, and the draft permit properly reflected the regulations the applicant must follow based on state and federal regulations.

SUMMARIZE: I believe that the combination of my education and work experience make me a qualified candidate for this position, and think that this would be a great opportunity for me to learn more about GIS and its applications. Included with this letter is a copy of my resume and my City of Portsmouth Application Form. NEXT STEPS & CONTACT INFO: I look forward to hearing from you to schedule an in-person interview to further discuss my experience and answer any questions you may have. Thank you very much for considering me for this position.

Sincerely, SIGNATURE BLOCK

Sign here

Print name here

EDITS:

MISSING WORD

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FOR CONCISENESS

There, through reviewing permit applications and communicating with applicants, my job was to ensure that applications for new permits were complete, and the draft permit properly reflected the regulations the applicant must follow based on state and federal regulations.

As a permit reviewer, my job was to make sure applications were complete and in compliance with state and federal regulations.

FOR TONE

I look forward to hearing from you to schedule an in-person interview to further discuss my experience and answer any questions you may have.

I would love the opportunity to speak with you in person about the internship, to further discuss my experience, and answer any questions you may have.