

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