

Dear Hiring Manager,

I am writing to express my excitement in the position of Consultant at ClimatePartner. With a Master's in Public Administration and over three years of experience in policy analysis, sustainability reporting, and project management, I am excited about the opportunity to contribute to ClimatePartner's mission of helping businesses integrate sustainability and circularity policy into their strategies. I am particularly drawn to ClimatePartner's innovative approach to facilitating complex conversations and providing tailored advice across various sectors. I believe I am a good fit for the position because of my motivation to translate complex policies, reporting standards and sustainability into simpler actions so that anyone and everyone can access and integrate it into their lifestyle. These small actions will result in a bigger impact for society and the planet.

I have always been passionate about policymaking and have accordingly progressed my academic and professional journey in this direction. As a result I moved to the Netherlands to learn more about policy and law from an international perspective with a specific focus on technology, climate change and sustainability. Here I have upskilled myself both academically and professionally by acquiring work experience in the compliance sector and developing proficiency in tools, EU policies and sustainability reporting standards. I have successfully completed my course and I'm graduating on the 27th of August.

I have utilized analytical tools like Excel and PowerBI to analyze financial fronts of policies, their impact, deficits and how they could be bridged. I have used management tools like Trello and Asana to collaborate with stakeholders for timely deliverables. I have conducted lifecycle assessments for assignments using SimaPro in order to understand circular economy and learnt how to calculate GHG emissions. I acquired these skill sets with the help of my professors as I am looking forward to actively contributing to sustainability. The moment I started my professional journey through internships, my work involved extensive stakeholder engagement which has honed my skills to communicate efficiently in different mediums. Being a political campaign strategist, I have also been functional in organizing campaigns and events for my clients which led to their landslide victory in Indian General Elections of 2024.

Furthermore, my experience in international and multicultural contexts, coupled with my strong interpersonal skills, makes me confident in my ability to engage with EU institutions, businesses, and civil society. My proactive approach and proven track record in sustainability and policy analysis align well with the responsibilities of this role.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and passion for sustainability can benefit ClimatePartner.

Warm regards,
Sweta Parna Nayak