**Jason Jones**

22 West 51st Street

New York, NY 10065

212-465-0650

[Test Smith@jobs.com](mailto:%20Test%20Smith@jobs.com)

August 1, 2016

Patricia Mott, Director of International Institutions

Council on Foreign Relations

58 East 68th Street

New York, NY 10065

Dear Ms. Mott:

I was pleased to hear from Dorothy Darnell that you will soon have an opening for a Research Associate in the Department of International Institutions and Global Governance. I am interested in pursuing a career in foreign relations, specifically in the field of international affairs. The international component of the Council on Foreign Relations makes your organization an ideal fit with my background and my career goals.

I am a recent graduate of California Lutheran University’s MBA program with a specialization in International Business. Along with undergraduate degrees in History and International Studies, my academic career has given me a great capacity to understand international issues and to produce reports on this subject. I have made international connections throughout the world, including: Netherlands, where I studied for one year, and Argentina and the Dominican Republic, where I lived for one summer each. I consistently attend lectures and workshops on international issues and remain current on news and research. In addition, I am a conversational Spanish speaker and have basic knowledge of French and Mandarin.

I am confident my background will enable me to contribute to the mission of providing non-partisan research on a diverse range of international topics to policymakers, scholars and constituents alike. If you would like to know more about my credentials, please contact me and I will provide you with any necessary information.

Sincerely,

Bob Smith

212-465-0650

[Test Smith@jobs.com](mailto:Test%20Smith@jobs.com)