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| Introduction: The Hook |  |
| 1. What is the position? | House Democrats Staffer  Let’s say I want to work for Jennifer Wexton |
| 2. How will you introduce yourself? | Current Yale employee in Undergraduate Student Life  with 10 years of experience in planning large scale  student events throughout the year.  Recent graduate from University of Notre Dame with experience in community organizing and policy research |
| 3. Have you spoken with any contacts or conducted any informational interviews? If so, with whom? | No, not at the time |
| Body: The Sell |  |
| 4. What is your unique “hook” that will compel the reader to want to learn more about you? | Have a grasp analyzing policy issues with quantitative data skills |
| 5. What are the top 3 - 4 skills mentioned in the job description (if a description is not posted, what are the top skills that are typically required for this type of position)? |  |
| For skill #2, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap? | Yes Currently collaborate with vendors for catering, equipment rental (i.e., tables and chairs), music, etc. Manage vendor RFP process, contract negotiation, budget, and ongoing logistics. |
| For skill #3, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap? | For skill #4, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap? |
| For skill #4, do you have this skill? If so, what have you accomplished or what experiences have you had that ties your skills to the job requirement? If not, how have you been addressing the skill gap? |  |
| Closing the ask: |  |
| Recap why you are a good fit for the role. Reiterate your interest and enthusiasm. |  |
| What is your ask? |  |
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To the Chief of Staff:

My name is **[NAME]** and I am a **[YEAR]** student at the University of Virginia, seeking an internship with a **[insert your political party affiliation/preference]** office on Capitol Hill. I have particular ties to the states of **[STATE AFFILIATIONS]**, specifically the **[DISTRICT AFFILIATIONS]**, based on **[TIES TO STATE/DISTRICT – ex. family connections, residence]**.

My areas of policy interest include **[insert interest areas – ex. education, foreign affairs, accountability].**

Thank you for considering my resume.

To the Chief of Staff,

I am writing to express my interest in the Legislative Aid position for Congresswoman elect Jennifer Wexton. I am well-suited for the role because my prior experience researching Virginia policy issues and campaigning in Loudoun County has given me a good sense of what issues are important to constituents in Northern Virginia and how to find practical solutions to complex policy problems I can combine my prior

As a Campaign Organizing Intern at Environment Virginia, I canvassed at public spaces in Loudoun County to gather petition signatures and handwritten letters that urged Governor Terry McAuliffe to include strong commitments to renewables sources of energy as part of the state’s implementation of the Clean Power Plan. I then phone banked and emailed people who I had met canvassing to encourage them to volunteer or attend a campaign event. This experience helped me get a better sense of the different perspectives that voters have regarding how we should address climate change and energy policy in Virginia going forward and the challenges that policy makers will face trying to find practical solutions to complex problems.

Doing policy research at Serving Virginia allowed me to apply the data analysis skills

. One of my assignments

During each week of the internship, I researched a specific policy issue and analyzed possible ways to solve the problem. To do this, I contacted local experts, analyzed case studies from policies tried in other states, and attended public forums to try to understand proposals that might work in Virginia. For instance, one of my tasks was to think about alternative ways that the state government could generate additional tax revenues without a tax increase. After analyzing the feasibility of several different policies, one of my main recommendations was to legalize marijuana because prior states

For instance, one of my tasks was to evaluate the feasibility of increased infrastructure and education investment as a way to reduce unemployment and increase productivity in the state.

Experience:

Dear

Dear Chief of Staff,

Experiences/ Strengths

Wexton: Prior Experience in Campaign Work

* Canvassing in Loudon County to indicate citizen support for clean energy initiatives in Virginia, particularly Goveror McAuliffe’s plan to implement the Clean Power Plan on a statewide level. Gave me a chance to meet constituents in the district and understand the environmental issues they care about today.
* Policy Research at Serving Virginia, studied employment markets, transportation, and education issues with the aim of finding solutions to problems facing Virginians today
* When to a public forum for Transaction plan to talk to local experts and hear citizen concern about transportation infrastructure and improvements in Virginia
* Economics and Political Science background: extensive knowledge and coursework in Political Theory, International Development, Education, Economic Theory, and Immigration Politics
* I believe that my economics background helps me understand both the practical effects of policy decisions along with the political concerns of a specific decision

Why would I be a good legislative analyst:

Experience working on both the advocacy side of politics and the policy evaluation side of politics

Economics and Political Science background

Basically, I have a good understanding of both the practical effects and political considerations of specific policies

Energy issues:

I am interested in education issues

Generic cover letter