Zachary Spahr

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The German Marshall Fund of the United States  
1744 R Street NW

Washington D.C 20009

To Whom It May Concern,

Given the variety of complex global issues facing our world today, cooperation between the United States and its European allies continues to be as important as it has ever been. I am interested in working for the German Marshall Fund of the US because I want to continue to focus on and learn about the ways in which we can increase transatlantic cooperation. I am seeking the Brussels Forum and Strategic Convening Internship because I would like to combine my prior research and event planning experience with my interest in foreign policy issues.

As a Campaign Organizing Intern at Environment Virginia, one of the major tasks for the summer was planning and informing the community about the events that we were having. As part of this role, I was responsible for making phone calls to potential event participants and managing the database of people who we had contracted in the past as part of the campaign. I also worked with the team to decide how to delegate tasks so that we could make the best use of our time prior to the event. This experience helped me get a better sense of the professionalism required to run a smooth event. It was important to stay on task and set expectations among our team in order to have everything done well under a tight deadline. The lessons from this experience helped me learn how to be more efficient and work effectively in a team setting in order to have a successful event.

As a Policy Intern at Serving Virginia, I was required to research an individual policy issue each week and summarize possible solutions in weekly meetings. This role required me to think critically and make judgements based on the information available and present my findings in a clear and concise format. For instance, after researching employment issues in Virginia, I concluded that an increased investment in vocational training would help create the number of jobs needed to get Virginia near full employment levels. This internship experience helped me further develop my ability to problem solve and synthesize information effectively so that tasks can be completed successfully.

I want to continue to improve upon and apply the skills that I have developed through my prior experience into making a difference at the German Marshall Fund. Please consider placing me on your interview schedule. Thank you in advance for your consideration.

Sincerely,

Zachary Spahr