[Your Name]

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August 28, 2018

[Company Name]

Washington D.C 20009

To The Chief of Staff,

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

Palladium Group Cover Letter Brainstorming

As an undergraduate at the University of Notre Dame, I concentrated my studies on learning about International Development related issues with the goal of making a positive difference in the world. I am applying for the University Professionals Program at Pallidum because I want to build upon my prior project experience in a field that allows me to work to improve lives in developing countries.

In a course titled, “International Development in Practice,” at the University of Notre Dame, I worked on developing sustainable fundraising strategies for Education Bridge, a non-profit with the goal of providing impoverished students in South Sudan with a good education. On this project, we held meetings with the CEO and board members of the organization to get a sense of the way the organization wanted to implement our recommendations. We then looked at case studies from other large non-profits to get a sense of how this type of organization could arrive at a sustainable fundraising model. Looking at this analysis, we concluded that the organization needed to find a few large donors to sustain itself. This role taught me the importance of working face to face with the client throughout the problem-solving process so that the client will easily be able to implement the solutions.

As a Policy Intern at Serving Virginia, I conducted research on an individual policy issue each week and summarized the possible solutions to a problem in weekly meetings. This role required me to think critically in order to 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 experience helped me further develop my ability to synthesize large amounts of information into a finished product that presents clear and concise solutions to the problem that I am trying to solve.

Most valuable part of that process:

Working face to face with the client and finding a solution

Working for a client oriented approach

How would I describe

Dan Schneiderman

He has worked at Whitehouse, Senate, Congress, law firm

General: how did you work your way up/ is there any better path for the career track?

Struggling with lack of experience working in Washington D.C

Status of these types of jobs with current administration

Experiences: Possibly working on a campaign

Working for a good person, who can help me

Don’t hold out for

International Development

Colleague at Chemonics

Think carefully, building a network in skills

Maximizing opportunities

Okay to looking at Federal government

USA jobs: look at how jobs are posted

Can set up alerts for these tops of jobs