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Kivvit  
222 W. Merchandise Mart Plaza  
Suite 2400

Chicago, IL 60654

To Whom It May Concern,

I am writing to express my interest in working as a Public Affairs Trainee at Kivvit. I was drawn to this role because I passionately keep up with the political news cycle and am always thinking about the ways that politics can work to make a difference in the lives of everyday Americans. I would like to apply my prior research and campaign experience in the political arena to a field that would allow to learn more about the best practices in advocacy and campaign work.

As a Campaign Organizing Intern at Environment Virginia, I worked on a grassroots campaign that urged Governor Terry McAuliffe to include strong commitments to renewable sources of energy as part of the state’s implementation of the Clean Power Plan. To do this, I gathered petition signatures at local public spaces, phone banked to encourage people to volunteer at campaign events, and met with constituents to hear their ideas about what our campaign could do in the community. This experience introduced to me to grassroots campaign work and gave me a better sense of the different strategies that a campaign employs to reach out to people interested in making a difference.

Conducting policy research at Serving Virginia allowed me to apply my research and critical thinking skills to specific policy problems in the Commonwealth of Virginia. During this internship experience, I researched a different policy issue each week and produced a deliverable that outlined potential solutions to the policy problem. For instance, I analyzed the budgetary impact of legalizing marijuana in Virginia and found that increased tax revenues and decreased enforcement costs could lead to hundreds of millions of dollars of additional revenue in the state budget. This research experience required me to synthesize the available information to make an evidence-based policy recommendation.

I would like to continue to build upon my campaign and research experiences by working at Kivvit. It would be a tremendous privilege to have the opportunity to learn more about the best way to advocate for a specific policy issue. Please consider placing me on your interview schedule. Thank you for your time and consideration.

Sincerely,

Zachary Spahr

**Why Kivvit?**

I am interested in working in the policy/ political sphere and building on some of my past experiences in the field to get more acquainted with the best practices in the field

Why I am a good candidate for this role?

For one, I am highly interested in policy/ politics and do keep up with the daily news cycle

Also, have strong research and writing skills

For one, I have strong experience doing different types of work that goes into the realm of public affairs

Whether that is planning a conference at Notre Dame

Campaigning for clean energy policies in Virginia

Or doing policy research

**Experience in Public Affairs**

**Strengths**

Good at working under a time crunch, closer I get to a deadline, the better I work

Strong attention to detail, get in to the weeds of something

Willingness to step and be a leader, take initiative when the situation calls for it

**Weaknesses:**

Too self-critical: In the past, I may have let failure get me down and lead to negative self-talk

Procrastinator

**Professional Goals:**

Honestly, I have been really unsure about this since I graduated from college.

Right now, I want to become involved in DC political arena

Want to find a way to make a difference doing meaningful work, but haven’t figured out exactly what that is or where my role is

I do think I will want to go to grad school at some point, but I have been unsure whether I want that to be Law School, and MBA, MPP, or something else

**Questions:**

Just would generally like to know more about the day to day of the job

What skills are required from the job?

Who are the types of clients that people serve?

Lastly, how can this job build to future opportunities/ What are other networking opportunities and are there ways to get a full time job from this?

Also, just timeframe of the process and when the job would be expected to start

Support role, writing assignments research