

FIRST & LAST NAME

Philadelphia, PA | email@bc.edu | (595) 348-3947 | linkedin.com/name

February 13, 2020

First & Last Name, Boston Office Director
U.S. Department of Commerce
55 New Sudbury Street, Suite 1826A
Boston, MA 02203

Dear Ms. Last Name:

After speaking with U.S. Department of Commerce representative Name at Boston College's Careers in Government panel last month, I was inspired to apply for the International Trade Internship. I am a junior majoring in International Studies with a concentration in Ethics and Social Justice. My academic background aligns with the U.S. Department of Commerce's goal to promote equal business opportunities and fair trade, and the data analysis and international industry experience I have gained through my internships make me an ideal candidate for this position.

As a Market Research and Business Analyst Intern for SANY, a global heavy equipment manufacturer, I gained valuable experience working in the international industry space. I reviewed and analyzed the portfolios of 44 SANY product dealers all over the world, generating weekly individual reports sent directly to the SANY America district manager. Based on the results of each week's report, I coordinated training meetings with various product dealers to review results and discuss sales and efficiency improvement strategies. Not only did this bolster my analytical, organizational, and communication skills, but it gave me firsthand experience with the unique challenges that face organizations with an international focus. Spending my summer managing time zone differences and working through language barriers with SANY has prepared me well for the global interaction required of an International Trade Intern.

During this past fall semester, I worked as a Data Analysis Intern for the International Institute of New England. For my primary project, I used SQL to create a web-based monitoring and evaluation model that tracks and measures efforts to educate and integrate refugees resettled by the organization. The model quantifies and analyzes the ways in which the organization and associated volunteer efforts respectively contribute to the refugee integration process. My skills in data collection and analysis, combined with my interest in matters of international relations and equity, will allow me to efficiently and effectively conduct thorough market research for the International Trade team.

I look forward to a future meeting with you in order to further demonstrate my interest in the International Trade Internship. Thank you for considering my application, and please feel free to reach out to me at email@bc.edu or (595) 348-3947 should you have any questions.

Sincerely,
First & Last Name

First & Last Name

Baltimore, MD | email@bc.edu | (192) 249-3994

April 2, 2021

Hiring Manager
Center for Global Development
2055 L Street NW
Washington, DC 20036

Dear Hiring Manager:

I am writing to apply for the role of Research Assistant: Migration, Displacement, and Humanitarian Policy at the Center for Global Development. I am currently a senior at Boston College studying Economics and Mathematics. In the fall, I had the opportunity to take an Economics of Immigration course, focused on migration decisions and their effects on labor markets, which ignited my interest in the ways migrating populations and policy inform and affect each other. I hope to bring my past policy-writing experience, analytical skills, and attention to detail to the Center for Global Development to continue exploring the intersection of migrating peoples and policy.

My coursework on topics of national and international economic policy has equipped me with the tools to succeed as a Research Assistant. In my Development Economics and Policy course, I completed a semester-long project on the South African economy and policy, culminating in a policy memo draft addressing a pertinent economic problem. I analyzed qualitative and quantitative data in order to write the memo, which described three thoroughly-researched potential solutions to decrease high unemployment rates and reduce tensions among native South Africans and asylum seekers. In my Economics of Immigration course, I studied current United States human labor trafficking policies and data to suggest a policy focused on protecting at-risk populations, such as those entering the country under a temporary work visa. These two projects will provide a strong base for the research and policy writing required for the Center for Global Development's multiple large-scale projects.

Additionally, as a gymnastics coach, I have been trained to pay close attention to detail. Gymnastics is all about maintaining precision and minimizing errors to ensure athlete safety and maximize routine success. Perfecting my gymnasts' routines requires a careful and analytical eye, as even the smallest misstep can disrupt the execution or worse, lead to serious injury. My ability to quickly identify and fix even the smallest error reflects the quality of my research, and my meticulousness will help me identify relevant information among data sets to contribute insightful findings to projects as a Research Assistant and in aiding the mission of CGD.

Thank you for your time and for considering my application. If you have any questions or need any additional information, please do not hesitate to contact me at email@bc.edu, or (192) 249-3994.

Sincerely,
First & Last Name

FIRST & LAST NAME

Chestnut Hill, MA • email@bc.edu • (282) 459-3924 • linkedin.com/name

March 24, 2019

Mr. First & Last Name, Hiring Manager
Zalkind Duncan & Bernstein, LLP
65A Atlantic Avenue
Boston, MA 02110

To Mr. Last Name:

I am writing to express my excitement in applying for the Paralegal position at Zalkind Duncan & Bernstein, LLP, which I found through Boston College's Handshake portal. Currently, I am a senior at Boston College with a double major in Political Science and History, as well as a minor in Human Ethics. I am drawn to the Zalkind Duncan & Bernstein team because of its commitment to student rights, particularly on matters related to Title IX, and believe my skills and experience make me a strong candidate for the Paralegal role.

Over the past two summers, I had the opportunity to intern for New York Senator Name (D) and Congressman Name (D). While working for both the Senate and the House, I developed considerable experience in conducting and compiling research on a variety of relevant topics, such as voting trends and daily regional and national news. The political realm poses a fast-paced, ever-changing work environment, which has refined my ability to effectively manage multiple projects. Additionally, both roles required meticulous oral and written communication skills in order to effectively communicate with legal and government offices. I represented Congressman Name as a legislative aide, articulating the interests of the office to outside constituents on a regular basis. My ability to efficiently and effectively conduct research, carry out a variety of projects simultaneously, and convey office goals will allow me to gain client and attorney trust in the Paralegal position.

As a Lead Trainer for Stand Up BC, Boston College's sexual assault education and prevention program, I have further honed my leadership and communication skills. In the fall, I collaborated with my supervisor to organize and host a weekend-long training for 43 Bystander Trainers, who I now oversee. I coordinate bystander intervention presentations for all six of the first-year residential communities on campus, prepare Bystander Trainers to give compelling hour-long presentations to audiences of 150+, and resolve any conflicts in scheduling and programming. Because of the nature of the work Bystander Trainers do on the Boston College campus, I have both undergone training on and gained extensive experience in speaking with students about sensitive topics, a critical skill required for the student rights work of Zalkind Duncan & Bernstein, LLP.

Thank you for your time and consideration of my application. I look forward to an opportunity to speak with you further about my qualifications for this position. Should you have any questions, please feel free to reach out to me.

Sincerely,
First & Last Name