

INSERT YOUR CURRENT MAILING ADDRESS HERE

INSERT CURRENT DATE

Mr. Mark Wilson
World Bank
1818 H. St., N.W.
Washington, DC 20433

Dear Mr. Wilson:

I am writing at the suggestion of Roger Denton to express my strong interest in becoming a consultant with the World Bank. I will be graduating in June with a Master in Public Affairs degree from the Woodrow Wilson School of Public and International Affairs at Princeton University. I believe that my academic training combined with my practical work experience equip me with the qualities you look for in a successful consultant.

While at the Woodrow Wilson School, my focus has been on international relations and trade, with coursework ranging from analysis of European privatization to studying Canadian-American relations. I have also gained strong quantitative skills through my economics and statistics classes and have become an avid “team player” due to the school’s emphasis on collaborative efforts to solve problems.

During last summer’s internship, I applied my skills in the Trade section of the Canadian Embassy in Prague (I am a green-carded Canadian.). One of the job highlights was to write an evaluation, which was distributed publicly, of the business climate in the Czech Republic and the potential for Canadian investors there. The assignment brought together my theoretical training with my desire to perform “hands-on” analysis as it involved economic research as well as interviewing businesspeople for their opinions and advice. By using my strong writing, analytical, and interpersonal skills, I was able to produce a product that was of genuine value for providing practical tips on how to conduct business efficiently in the Czech Republic. I walked away with insight into a culture of which I knew comparatively little and was able to demonstrate my ability to think in and adapt to new environments. I am also fluent in French and have a working knowledge of Czech.

As co-chairperson of the Woodrow Wilson School’s student government and in past volunteer positions, I have learned how to best organize and implement projects and what the most (and, sometimes least!) productive ways are to work among diverse “interests” in order to communicate a message.

I believe that my professional interests, academics, and experience have prepared me with the communication, quantitative, and “teamwork” skills which are essential to a World Bank consultant. I look forward to being considered for your upcoming interviews and the opportunity to speak with you further about possibilities with the World Bank. I can be reached at **YOUR PHONE NUMBER and YOUR EMAIL ADDRESS.**

Sincerely,

YOUR NAME