

INSERT YOUR CURRENT ADDRESS HERE

INSERT CURRENT DATE

Jeff Ladenson
LABAT-Anderson, Inc.
8000 Westpark Drive, Suite 400
McLean, VA 22102

Dear Mr. Ladenson,

As a candidate for a Master in Public Affairs degree, with considerable international experience and exposure to humanitarian assistance issues, I write to express my interest in the information officer positions with USAID's Office of Foreign Disaster Assistance, which were recently advertised through the Woodrow Wilson School's graduate career services office. I will graduate from the Woodrow Wilson School in June, and I believe that my interest in international humanitarian relief combined with my professional experience and academic training would make an effective contribution to OFDA's work.

As the government affairs associate for the Center for International Policy's Cuba project, I was the primary grant writer, program policy planner and executer, and spokesperson for legislative activities. The demands of this position helped me to hone my leadership, diplomacy, and organizational skills, and most importantly, my interpersonal and writing abilities. The dynamic nature of the Cuba issue taught me how to communicate complex legislative analysis to different audiences as well as how to report on politically sensitive material involving the governments of both countries.

Through my professional and research experiences, I have worked with both international organizations and various U.S. government bodies. In order to lead delegations of civil society leaders and members of Congress to Cuba, I was in regular contact with many different U.S. government agencies and Congressional offices. More recently, working for the United Nations in Cambodia, and as a consultant for the Office of the High Representative in Bosnia and Herzegovina, I had considerable interaction with international aid and humanitarian organizations.

I have used my two years of study at the Woodrow Wilson School to deepen my understanding of international development and humanitarian issues. In addition to rigorous training in economic, political, and organizational analysis, I have focused on issues of post-conflict humanitarian needs and the subsequent development of state institutions. Specifically, I have studied the efforts of the UN and other agencies in Afghanistan, Bosnia, Cambodia, El Salvador, and Guatemala, and I have visited all except Afghanistan.

I am eager to contribute to the broader relief, recovery, and reconstructions efforts in the Persian Gulf region. I am a U.S. citizen and am willing to travel for extended periods. I would greatly appreciate the opportunity to interview for either a short- or long-term position with OFDA and discuss how my skills and interests might fit the organization's needs. Thank you in advance for your consideration. I can be reached at 123-555-1234 or abc@princeton.edu and I look forward to hearing from you.

Sincerely,
Your Name