

INSERT YOUR CURRENT ADDRESS HERE

INSERT CURRENT DATE

Dr. Kenneth Ellis
Director
U.S. AID Mission – Egypt
c/o Department of State
Washington, DC 20520

Dear Dr. Ellis:

As a first-year Master in Public Affairs candidate at the Woodrow Wilson School of Public and International Affairs at Princeton University, I am writing about the possibility of securing an internship at the U.S. AID Mission in Egypt this summer. My interest and experience in international development, urban and regional planning, and environmental policy have prepared me well to assist with an AID project next summer.

From my experiences investigating appropriate technology in Senegal to my work at a resource management consulting firm, I have developed a keen interest in looking at the impact of technological systems on environmental quality and economic development. I would be very interested in working on AID projects in the areas of infrastructure and urban development or regional energy and environmental planning and pollution control. In particular, AID – Egypt projects on urban water and wastewater systems, clean power generation, and infrastructure planning are of interest.

My academic coursework at Princeton University and the University of Pennsylvania, as well as a rigorous background in economics and methods of quantitative analysis, have provided me with a strong understanding of development issues. I have refined my understanding of many environment and development issues while at Student Pugwash USA and have developed excellent writing, interpersonal, and organizational skills. While at RPM Systems, I applied techniques of statistical analysis evaluating trends affecting electric and gas utilities and making recommendations for policy changes addressing energy conservation and low-income payment programs.

My high motivation, as evidenced by my independent research experiences in Africa, contributes to my ability to learn quickly, adapt to new environments, and work well independently or as part of a team.

I look forward to an opportunity to discuss with you potential summer internship opportunities in the U.S. AID-Egypt Mission. I can be contacted by phone at 122-555-1234 or e-mail at abc@princeton.edu. Thank you for your consideration.

Sincerely,

Your Name