

**INSERT CURRENT DATE HERE**

Mr. Jon Haveman  
Program Director, Economy  
Public Policy Institute of California (PPIC)  
500 Washington Street, Suite 800  
San Francisco, CA 94111

Dear Mr. Haveman:

As a candidate for a Master in Public Affairs degree at the Woodrow Wilson School of Public and International Affairs at Princeton University, I am writing about the possibility of working for you this summer at PPIC as an unpaid intern. My professor and mentor, Douglas Massey, has already contacted you about me, but I learned from him that PPIC lacks adequate funding to pay an intern this summer. Fortunately, the Woodrow Wilson School's endowment allows students who work in unpaid internships to receive a stipend from the school. I hope this makes it possible for you to consider me again as a potential research intern.

I am looking for a substantive, planning-related research experience this summer and am particularly interested in the research you are performing on urban development in the San Joaquin Valley. As a native of Atlanta, I have seen firsthand the ill effects of poorly planned development on a metropolitan region's environment and its residents' economic opportunities. This has made me keenly interested in learning about better paradigms for metropolitan growth. While your Urban Development in the Central Valley project is of special interest to me, I would be open to other research opportunities at PPIC if you felt you had another project that could benefit from my skills and experience.

My experience at the Urban Institute in policy research on issues such as affordable housing and metropolitan growth, combined with my academic experience at the Woodrow Wilson School, have prepared me well to assist with research at PPIC. I am a capable and productive writer, and I actually enjoy the task of editing. On the quantitative side, I have experience using a range of research tools, including SAS, Excel, and ArcView GIS software. My coursework at Princeton has had a strong quantitative focus, with micro- and macroeconomic analysis and statistics classes, as well as courses on land use planning and politics in metropolitan areas.

I look forward to an opportunity to discuss the possibility of a summer internship with you. I can be reached at 123-555-1234 or [abc@princeton.edu](mailto:abc@princeton.edu). Thank you for your consideration.

Sincerely,

Your Name