

**INSERT YOUR CURRENT ADDRESS HERE**

**INSERT CURRENT DATE**

Ms. Mary Jean Ryan  
Office of Policy Management  
Office of the Mayor  
600 4<sup>th</sup> Avenue, Suite 300  
Seattle, WA 98104

Dear Ms. Ryan:

I am writing to apply for the Senior Energy Policy Analyst position in the Seattle Mayor's Office. I will graduate this spring from the Woodrow Wilson School of Public and International Affairs at Princeton University with a Master in Public Affairs degree. Upon graduation, I am planning to relocate to the Pacific Northwest where I hope to serve as a policy analyst at the local level. I can think of no better opportunity for me than this one.

My experience includes policy analysis and lobbying as the Esther Peterson Fellow for the Washington, DC office of Consumers Union (CU), the nonprofit publisher of *Consumer Reports*. At CU, my primary responsibility was to lobby members of Congress and their staffs on a wide range of consumer issues, including energy policy. To do so, I met personally with Members of Congress, made presentations to elected officials, sent letters to Capitol Hill detailing CU's official positions on various bills, and wrote policy papers and issue briefs on a variety of topics. This experience increased my awareness of the political process and the pressures that elected officials face every day.

Prior to this, I served as the Policy Research Coordinator of the Association of Trial Lawyers of America, working with the advocacy staff to analyze policies, write factsheets and issue briefings, and to prepare congressional testimony for the association's president.

My coursework at the Woodrow Wilson School has provided me with a framework for considering a wide range of policy problems. Courses in politics, economics, finance, and quantitative methods have given me concrete tools with which to analyze policy problems. I have also taken courses in poverty analysis and politics, which have provided an additional framework for evaluating urban policy issues.

I look forward to discussing this position with you further in a personal interview. I can be reached at 123-555-1234 or abc@princeton.edu. Thank you for your consideration.

Sincerely,

Your Name