

SAMPLE COVER LETTER

Jessie Knight
Box 0000
Macon, GA 31207

July 15, 2015

Ms. Dianne C. Smith
Director of Human Resources
Quintiles Transnational
2900 Peachtree Street
Atlanta, GA 27619

Dear Ms. Smith:

I am interested in applying for the Policy Analyst position which was advertised with the Career Services Office at Middle Georgia State University. My background in social science is well-suited to the policy analyst position. I am particularly enthusiastic about this opportunity with Quintiles Transnational because of the diversity of your clients from government and industry to academia and nonprofits throughout the United States and abroad.

As a psychology major, I have had extensive training in survey design and data collection. I put this knowledge to work last summer as an intern in the accounts management department at Woodbine, a full-service marketing and advertising agency in Winston-Salem, NC. In this fast-paced environment, I collected marketing information for three major client accounts by conducting over 20 different focus groups. The data I collected was then used by the account managers to develop advertising campaigns. At Middle Georgia State University I hold leadership positions in several extracurricular groups, including overseeing a \$100,000 budget as treasurer of my 150-member sorority.

Enclosed is my resumé for your review. With my educational background and work experience, I am confident that I can make an immediate contribution to the Quintiles team. I would appreciate the opportunity to interview for this position when you are on campus next month. Thank you for your consideration, and I look forward to meeting you.

Sincerely,

Jessie Knight