

# SAMPLE COVER LETTER

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Jessie Knight  
Box 0000  
Macon, GA 31207

August 15, 2018

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 that was advertised with the Office of Career Services at Middle Georgia State University. My background in social science is well-suited to the policy analyst position as I have obtained a masters degree in program planning and worked five years providing front-line service to 200+ internal and external customers. 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 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