

## **Sample Letter Entry-Level Position**

Dear Hiring Committee:

I am writing in reference to the Research Associate, US Foreign Policy position posted on Idealist.org. I am passionate about American foreign policy, and I have a desire to learn more. I believe the Council on Foreign Relations' offers some of the most insightful and inspiring work that exists today. Through previous experience conducting research in International Affairs courses as well as my internships and work experience, I believe I would make an excellent candidate for this position.

Through my cooperative education I have worked in domestic and international politics. During my experience at the United Nations, I witnessed negotiations among diplomats. I heard speeches from presidents, prime ministers and ambassadors and observed debates among individuals from various cultures or backgrounds. I believe these interactions have offered me a breadth of knowledge allowing me to carefully analyse written work by the Fellow. At Massachusetts State Senator Robert O'Leary's Office, I followed several relevant news sources for the senator and staff. On several occasions I used this research to answer constituent questions on topics such as the Massachusetts' universal health care system and budget decreases during the economic downturn. In addition, in all three of my previous co-op positions, I assisted in administrative tasks, corresponding and handling scheduling for the senior staff.

As an International Affairs student, I have researched several Middle Eastern issues. In my International Conflict and Negotiation course, I wrote foreign policy memorandums to President Obama regarding the Arab/Israeli conflict and the Somali Peninsula. In my history course, I studied Iran's historical relationship with the United States and China. I have a comprehensive understanding of the cultural and political issues surrounding the Middle East and the United States' relationship with the Middle East. I believe I could bring fresh ideas along with this knowledge while serving as Research Associate.

I am thrilled at the possibility of beginning a career in the international relations field at the Council on Foreign Relations. I hope to speak with you further on what the position entails, and look forward to hearing from you. Please feel free to contact me at [andrew@gary.neu.edu](mailto:andrew@gary.neu.edu).

Thank you so much for your time.

Sincerely yours,  
**Bonnie Smith**