James Griffan

123 Baugher Avenue

Elizabethtown, PA 17022

griffinj@gmail.com

123-456-7891

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Kimberly Smith

Executive Assistant

XYZ Policy Group

123 N. Second Street

Harrisburg, PA 17101

Dear Ms. Smith,

I was excited to learn about the internship opportunity with The XYZ Policy Group. I am anticipating graduating a semester early, and as I was discussing my future plans with my professor, I explained that during my previous summer internship I had become interested in lobbying and public relations. He immediately passed along an email he received from your current intern and a former mock trial teammate of mine, Charlie Johnson. I was familiar with The XYZ Policy Group from working in state government this summer and when I conducted additional research, I learned that your company is a place I feel I could contribute.

The responsibilities outlined in the position description are those I have experience with. My previous job, internship and volunteer experiences have allowed me to acquire skills that would be of value for this position.

I have performed a number of research projects as part of my course work, including one extensive project analyzing Pennsylvania’s Voter Identification Law. The research was part of my application for the competitive James A. Finnegan Fellowship, which placed me in my aforementioned summer internship. I can offer knowledge of social media as I currently run two Facebook Pages for campus clubs and utilize social media as part of my promotional duties as a Campus Coordinator at Students For Liberty.

I have a passion for following political news and can systematically use databases to search for news stories. Perhaps most importantly, I am able to work well both independently and in teams and have a great deal of experience with office communications and customer relations. These are all skills I have been acquiring and utilizing and I believe, effectively qualify me for the position.

I am eager to apply my knowledge and enthusiasm to the field of politics and lobbying as part of your organization. I would appreciate the opportunity to discuss the position and my qualifications in more detail, and I look forward to hearing from you. Thank you for your consideration.

Sincerely,

James Griffan