

# Joanna Jobhunter

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122 Laney Lane • Austin, TX 78707  
(555) 555-3210 • [jojobs@excitemail.com](mailto:jojobs@excitemail.com)

Jim Green  
Green Solutions  
123 Candyland Drive  
Washington, DC  
555-5555  
[employer@employer.com](mailto:employer@employer.com)

Dear Mr. Green,

## Introduction →

Identify where you come from, what you are applying for, explanation of interest and where you heard about the position.

## Qualifications →

Outline your strongest experience that relates to the major position requirements. Provide direct evidence of your experience and accomplishments.

## Academic background →

Give evidence of related academic accomplishments, including specific coursework relevant to the position.

## Follow-Up and Closing →

Reiterate strong interest in the position and goals of employment. Request an interview or follow-up.

## Thank you sentence →

As a graduate of Public Affairs with a strong background in environmental policy, I am an excellent candidate for the policy analyst position being offered by Green Solutions. I heard about the position through Randolph Scott, and I am familiar with the types of climate change analysis that your organization does.

Your position requires excellent research, analytical, communication and leadership skills. My graduate research position on environmental assessment effectiveness gave me valuable experience in how to conduct thorough research and to recommend policy options. In addition, I managed a team working on formulating congressional climate change policy options, coordinated research and presented findings to a Congressional panel.

My academic background strongly resonates with your organization's focus. As a student at the LBJ School of Public Affairs, The University of Texas at Austin, I led a ten-person research project that focused on analyzing international climate change policy. I am comfortable with statistical and environmental economic analysis, and I have also completed coursework in management, environmental and public health policy.

I am confident that I have the skills as well as the passion to excel with your organization. My career goal is to make a valuable contribution to domestic climate change policy, and your organization is well-placed to allow me to do that. I look forward to hearing from you regarding a personal interview.

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Thank you for your consideration. I look forward to talking with you soon.

Best Regards,

Joanna Jobhunter