

# Sample Cover Letter Requesting Full-Time Position

533 West 112<sup>th</sup> Street, #8E  
New York, NY 10025

February 10, 2016

Mr. Akira Arioshi, Country Manager  
European Bank for Reconstruction and Development  
One Exchange Square  
London EC2A3EH

Dear Mr. Arioshi:

I am writing because of my strong interest in obtaining a project associate position with your organization, particularly in the Prague office. Richard Stern, who was my professor at the Central European University in Prague, suggested that I write to you. I have also learned about your organization's activities during my work with the National Agency for Privatization (NAP) of Romania, and I am particularly familiar with the technical assistance programs that your organization undertook in my country.

*Reference to personal contact and immediate explanation of interest make this an effective first paragraph. It should mention current graduate work.*

I am interested in applying for work with the European Bank for Reconstruction and Development because of your work in the Czech Republic, particularly in reforming the state sector. I am especially impressed by the flexibility and efficiency of EBRD, given that it is a relatively new organization, and am also aware of the expertise and excellent work of your staff.

*Rather than offering general praise, give specific examples of projects you were impressed by and why.*

As you can see from my enclosed resume, after working with the National Agency for Privatization, I studied and worked for one year at the Central European University in Prague. I have also published several papers on privatization in the region. I am currently a graduate student at the School of International and Public Affairs at Columbia University in New York. My areas of focus include International Economic Policy and Eastern Europe. My course work has provided me with the skills necessary for a better understanding of economic transformation in the region. I believe that my practical experience and my academic training would thus allow me to contribute to your organization.

*Give specific examples of relevant coursework, particularly if not included in your resume.*

I would very much appreciate the opportunity of an interview. I will be in Prague between 12 and 16 March, and then in Bucharest until 22 March. I will plan to call your office during the week of 8-12 March to see if an interview would be possible and make any other arrangements. In the meantime, please feel free to contact me via telephone at (212) 866-1493 or email at dm499@columbia.edu.

*Good example of definite follow-up plans. Be sure to execute them exactly!*

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

Sincerely,

Dana Minar