

Michael K. Scott

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January 31, 2021

John Dawson
Program Manager Supervisor
W Maple Rd, Washington, DC 44715, USA

Dear John Dawson:

It is with great enthusiasm and interest that I am submitting this letter and resume as application for the Program Assistant, Northern Tier Europe in Washington, D.C. Having interned in D.C. last summer with The Population Institute, I plan to move back to the D.C. area after graduating as a double major in **Political Science and Russian** from the University of Georgia. I was excited to learn of this available position through communicating with Northern Tier Europe representatives at the University of Georgia Spring 2019 Career Fair. I believe my previous experience has cultivated my attention to detail, **excellent interpersonal communication skills**, and ability to apply a high degree of organization, and will make me an excellent candidate for this position.

My experience as a Law Intern for Benton, Getchell & Grayson, LLC in Athens, GA, has prepared me well for this position. While working there, I **contributed to day-to-day operations of workers'** compensation at the general liability law firm representing employers and insurers. In addition, I have been tasked with drafting motions and briefs for numerous cases and participate in depositions, mediations, and trial preparation. I also possess a **great deal of fluency in Russian**, a friendly personality and **strong attention to detail**, all of which will prove helpful in this position as I provide daily administrative and programmatic support to the Europe program staff.

Prior to working at Benton, Getchell & Grayson, LLC, I worked as an Intern for The Population Institute in Washington, D.C where I was in charge of creating structure around the student scholarship program that served 15 students per year. I also was able to successfully **write grant proposals** and worked to improve the effectiveness of direct mailing fundraising. I am a quick learner and would be comfortable providing cross-training to other team members.

If given the opportunity, I am confident I can exceed your expectations as a Program Assistant. Thank you for your time and consideration. Should you require any additional information or like to speak with me further about my qualifications and flexible class schedule, please contact me by phone at (706) 555-1234 or by email at myname@fauxmail.edu. I look forward to hearing from you soon!

Sincerely,

Michael K. Scott

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