

John Smith
Vanderbilt University
200 Smith Court
Smithville, TN 37000

April 12, 20xx

Ms. Janice Barnes
Public Policy Institute
Public Policy Lane
Arlington, Virginia 32000

Dear Ms. Barnes:

Per our recent conversation, I would like to discuss the contributions I can make to your team as a Health Policy Research intern in your summer program for 20xx. Research regarding the mission for the Public Policy Institute reveals that your organization values diplomatic leadership and solutions-driven research in the cutting edge issues surrounding health policy. I am attracted to the ethical and proactive standards within your organization, as evidenced by my employment and community service leadership experience highlighted in my resume.

As the president of a student-run service organization, I analyzed and identified needs in the Nashville community regarding education, awareness, and program implementation for obese children of low-income families. In the spirit of servant leadership, I directed and joined my club members in partnering with Vanderbilt professors and alumni to host a fundraiser for the families of this community. The event attracted one thousand participants in fundraising, and we served twenty low-income families on site with nutritional awareness and wellness exams. Based on the popularity of this event, I conducted further research into the health policies in place to serve low-income families, and I developed a deep desire to serve on the administrative level in order to affect change at the level of service delivery. It is my passion for this research that leads me to present my candidacy for the Public Policy Institute.

I look forward to the opportunity to speak further with you regarding the ways in which my talents and skills may combine to serve your team at the Public Policy Institute. You may contact me at (615) 500-5000 or john.smithy.smith@vanderbilt.edu, and I thank you for your consideration.

Sincerely,

(Signature Here)

John Smith