

Sample 1: Letter of Application Paragraph Style

3480 Wildflower Way
Coon Rapids, MN 55469
May 1, 2005

John Zabinski
Manager of Economic Development
Chicago Port Authority
2678 Lakeshore Drive
Chicago, IL 61222

Dear Mr. Zabinski:

I am responding to your posting for an economic analyst for the Chicago Port Authority. I am graduating from the Humphrey Institute of Public Affairs at the University of Minnesota with a graduate degree in economic development. I am from the Chicago area and familiar with economic issues there; I am impressed by the initiatives of the Port Authority to revitalize trade and business activity. I want to be part of those initiatives and believe I have the skills and training to assist you.

My master's work has focused on understanding both domestic and international dimensions of economic development and their direct impacts on state and local communities. I am especially interested in the effect of technology and infrastructure development on business opportunities and workforce development. My master's paper focuses on the experiences of Duluth, which, like Chicago, is a Great Lakes port and faces similar challenges in revitalizing old industrial areas. As part of my research, I worked with the Duluth Port Authority in the summer of 2004, evaluating their New Industries Initiative and developing a series of recommendations for increasing its effectiveness. I am enclosing a summary of that report and would be glad to share the report itself.

In addition to my graduate work, I have two years' experience in the private sector, working in quality control for a water purification manufacturer in Elgin, Illinois. There I gained an appreciation of the private sector environment and of the effects of government policies on companies' success or failure. I learned about workforce issues a small manufacturer faces and the importance of effective training programs. I also polished skills in organizing workflow, meeting deadlines, and attending to small details as well as large processes. Ultimately, this motivated me to study the design and implementation of economic policies that affect such businesses.

I would appreciate an opportunity to interview for this position. I will call your office on Thursday afternoon to see if your schedule would permit us to meet. I will be visiting the Chicago area the week of May 17; perhaps we could meet at that time. If you wish to contact me, please call 612-348-9270 or email abayles@hhh.umn.edu. Thank you for considering my application. I look forward to speaking with you.

Sincerely,

Anna M. Bayles

Sample 2: Letter of Application Paragraph Style

Yi (Jenny) Xu

1246 Lincoln Street
Minneapolis, MN 55410
April 20, 2005

Ms. Helen Striker
Executive Director
Board of Government Innovation and Cooperation
309 Administration Building
50 Sherburne Avenue
Saint Paul, MN 55155

Dear Ms. Striker:

I am writing to apply for the management analyst position with the Board of Government Innovation and Cooperation. Your evaluation of the basic organization of county government in Minnesota is important to the future of this state; I am interested in this policy area and have both the education and professional experience to contribute to your work.

I have substantial knowledge of federal and state laws and rules based on two years of legislative staff work. I am accustomed to working closely with committees and boards, and have an excellent record for detailed follow-through on committee-initiated projects. In addition, I have a master's degree focused on public management and program evaluation, with experience in a variety of research projects and sophisticated computer presentations of project findings.

I understand the structure and function of state and local units of government and appreciate the complexity of intergovernmental relations. My master's degree in public policy includes coursework in state and local public finance, the legal environment of public affairs, applied microeconomics in policy analysis, quantitative methods, and organizational design and change. These courses underlined the lessons learned in my two years of staff work for the Minnesota Legislative Commission to Review Administrative Rules and reinforced my interest in government reform.

I look forward to discussing how I might best meet the Board's needs. I can be reached at 612/827-5599 or at yxu@hhh.umn.edu. Thank you for considering my application.

Sincerely,

Jenny Xu

Sample 3: Letter of Application Comparison Style

Michel S. Jaimez

2480 St. Claire
St. Paul, MN 55110
June 26, 2004

Martha Albertson
Director of Personnel
Lutheran Social Services
2385 Lake Street
Minneapolis, MN 55437

Dear Ms. Albertson:

I am a recent graduate of the Humphrey Institute of Public Affairs, University of Minnesota. I am strongly interested in your current opening for a Coordinator of Immigrant Programs. Your position fits my experience, education and interests; I believe I could make a real contribution to the Lutheran Social Services mission of reaching out to the diverse populations of our growing community.

Your Requirements

Excellent communications skills; language skills

Familiarity with needs of immigrant community

Three or more years of nonprofit experience

My Qualifications

Extensive experience writing in varied forms for varied audiences. Persuasive speaking as advocate for homeless. Excellent interpersonal skills, effective listener. Fluent in Spanish.

Born in immigrant family. Worked with immigrants in homeless shelter. Researched barriers to healthcare access in the Minneapolis Somali community for master's paper.

Four years in nonprofits: Bridge for Runaway Youth and The Refuge, a homeless shelter in South Minneapolis.

I would appreciate an opportunity to interview for this position. Please expect a call from me on Monday afternoon. I have a few questions concerning Lutheran Social Services and your work with immigrants, and I would be glad to answer any questions you have about my candidacy. I can be reached at 651-224-5001 or mjaimez@comcast.net. I look forward to speaking with you.

Sincerely,

Michel S. Jaimez

Sample 4: Letter of Inquiry with Referral

687 Omega Drive
Arden Hills, MN 55114
March 12, 2005

Mr. Armando Diaz
Wilder Research Center
1295 Bandanna Boulevard North
Suite 210
Saint Paul, MN 55108

Dear Mr. Diaz:

During recent discussions with one of your research consultants, Ms. Anna Brownley, I learned that the Wilder Research Center is initiating a major project on patterns of low-income housing in the metropolitan area. That policy area is a central focus of my masters program work. I would be very interested in discussing the possibility of an internship with the housing project and the contributions that a graduate student could make to your operations.

My current graduate work in public policy at the Hubert Humphrey Institute, University of Minnesota, is centered on social policy, with a specialty in housing policy. In my first year at the Institute, I have completed coursework in policy analysis, quantitative methods and computer techniques. I have also taken courses in poverty and public policy and a topics course in housing policy.

I have supplemented my coursework by volunteer work with Project for Pride in Living, helping low-income clients locate resources for housing and jobs. This has given me an immediate appreciation of the barriers that disadvantaged people can face and the urgent need for affordable housing in a variety of locations in the Twin Cities area.

I believe that my interest and knowledge of this policy area plus the research and analytic skills I have developed in my graduate program could contribute to your work. I would be available either part-time during the school year or full-time during the summer. I will call you next week to determine if you are interested in discussing this matter and, if appropriate, to arrange for a meeting with you. If you wish to reach me, please call 651/636-8462 or contact me at jrwilson@hh.umn.edu. I look forward to speaking with you.

Sincerely,

James R. Wilson

Sample 5: Letter of inquiry

Lucinda Bowers

4578 Stinson Boulevard
Minneapolis, MN 55410

February 14, 2005

Ms. Tamara Jackson
Executive Director
The Child Advocacy Fund
2525 Illinois Avenue, Suite 440
Chicago, IL 60100

Dear Ms. Jackson:

I am a graduate student at the Humphrey Institute of Public Affairs, University of Minnesota, studying policies affecting children's welfare. In my research, I came across the publications of The Child Advocacy Fund and was impressed by both the quality of your work and the clarity of your positions. I am writing to inquire about the possibility of an internship with CAF this coming summer.

Prior to entering the Institute, I spent 3 years working with young children in south Minneapolis. I saw the huge gap between the needs of these children and the resources available to them and their families. I learned a great deal about child development and the political, economic and social realities that affect these children's future. I returned to school to develop the skills to become an effective advocate for the changes our society must make if our children are to succeed.

At the Humphrey Institute, I am taking coursework in analytic tools: quantitative methods, policy analysis and program evaluation, as well as polishing my computer skills. Before June, I will also have completed a general course in social policy and a specialized course in Social Welfare Reform and Income Support Policy.

I will be in Chicago the week of March 23 and would like to meet with you at that time to learn more about the work of The Child Advocacy Fund and to discuss the possibility of an internship that would be to our mutual benefit. I am especially interested in CAF's research needs and how I might contribute to your work.

I will call in the next two weeks to set up an appointment at a time convenient to you. If you wish to contact me, I can be reached at (612) 788-3456 or at my e-mail address (lbowers@hhh.umn.edu). Thank you for your time; I look forward to meeting with you.

Sincerely,

Lucinda Bowers