



## Good Example

John Hancock  
355 Main St. Manhattan, Kansas • 512-222-2222 • jstudent@university.edu

3/15/2016

Rebecca Smith and Amy Charles  
Senior Program Managers  
International Studies Abroad  
1112 W. Ben White Blvd  
Austin, Texas 78704

Directed  
to specific  
individuals

Dear Ms. Smith and Ms. Charles,

Outlines  
why they're  
the perfect  
candidate for  
the position

My name is John Hancock and I recently graduated from the University of ISA with a BA in English and Spanish. As a new member of the ISA community, I am specifically drawn to the work at XYZ because I believe it lays the fertile ground for innovation and experimentation in the field of study abroad. For this, I am more than enthused that a position has opened up. I believe a [ *position name* ] requires a set of skills that I possess: academic writing and familiarity with the academy, experience coordinating with national and international institutions, and the ability to communicate across administrative levels.

Highlights  
why they want  
to work for  
this specific  
company

Highlights  
a specific  
example

During my undergraduate career I developed fluency in the academic and institutional language of the university. As the leader of a successful accessible parking campaign I learned to wear the many hats that administrative initiatives demand. On the ground I was the passionate and approachable student leader raising awareness and gaining peer support. When seeking guidance from professors and deans I was a strategic and quantitative researcher and planner. And in meetings with the Assistant Provost I was a professional and sensible salesman, open to negotiations but committed to a basic plan of action. These personal encounters with university officials directly influenced my writing. I grew proficient in the drafting of personal grants and proposals which allowed me to leverage my foreign language ability and volunteer experience into two university-funded summers in Peru and Brazil. Immersion in several Peruvian and Brazilian organizations enabled me to develop similar writing and communicative skills in Portuguese and Spanish.

Showcases the  
results of their  
direct actions

Through administrative dealings I came to appreciate the countless positive things a university can do for its students when approached the right way. [ *Position Name* ] capitalizes on this potential and creates and manages truly alternative and exciting study abroad opportunities. I would greatly appreciate the opportunity to talk further about [ *position name* ], the duties of a [ *position name* ], and my qualifications for the position. Please refer to my résumé for further information. Thank you for your time and consideration.

Ends on a  
positive note  
and suggests  
an interview

Sincerely,  
John Hancock