

June 30, 2017

PA Selection Committee
Institute for Regional and International Studies
University of Wisconsin-Madison

Dear PA Selection Committee:

Your posting for the graduate assistantship position for the 2017-2018 academic year caught my attention. To this position I would bring substantial experience with international studies, data reporting, and research. I learned of this position through [Name] who I know through my work with [a certain office]. She received the posting from [Name] and shared it with me as she thought I would be an ideal candidate for the position.

Here, the applicant establishes a connection with this office. If you have a personal connection to a position, this is a natural place to highlight it, but if you don't have a connection, don't worry about it.

As you can see from my resume, I graduated Cum laude from UW-Madison with a Bachelor of Arts in Communication Disorders & Sciences and a certificate in Global Health. I am continuing my graduate studies here and will be completing a clinical doctorate in Audiology. My aim is to combine my love for public and global health with audiology, focusing on both regional and international studies.

This letter very clearly and naturally addresses one of the prompt's criteria: that the applicant be a graduate student.

As an undergrad, I studied abroad in Copenhagen for a semester, focusing on international field studies comparing the healthcare systems of Latvia, Finland and Denmark. As a graduate student I plan to apply for a T35 research grant in the future, a possible Fulbright scholarship, as well as studying in Ireland with other Audiology and Speech Pathology students to examine these fields from another perspective while providing audiology services. Every student should have opportunity to pursue their interests and passions both locally and abroad with the appropriate funding and support, and the Institute for Regional and International Studies makes this possible.

Having worked as an undergraduate researcher in three campus labs, I am well positioned to assist your program by supporting grant applications, grant compliance, and grant reporting. My research experiences also helped me develop exceptional skills in data collection, reporting and analysis. During my four years employed at the UW-Writing Center I have assumed increasing leadership responsibility and was promoted to receptionist team leader, where I was entrusted with providing training and developing process improvements. I am confident that the communication, organizational and leadership skills I have developed in my research and Writing Center positions would be a valuable asset to your team.

I would appreciate the opportunity to discuss my qualifications with you in person. Please feel free to contact me by email at schoolemail@wisc.edu or by phone at 555.123.4567 to schedule a time at your convenience.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

[Name]

The applicant provides an overt reference to the more detailed summary of experiences in their resume. It's important to remember that these two documents should complement each other.

The focus of these two paragraphs are split between the applicant first showing their commitment to the mission of the office and then detailing their technical qualifications for the job.