

Government Job Cover Letter



Sender Details

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Date

September 16th, 2022

Receiver Details

Paul Greyson
Recruiting Officer
State Department
2201 C St NW,
Washington, DC 20520

Salutation

Dear Mr. Greyson,

Body Paragraphs

I am writing to express my interest in the Political Analyst Position at the State Department as the position appears to be perfectly aligned with my personal and professional goals and interests. As an experienced professional with an expertise concentration in Southeast Asian Politics, I have long dreamed of serving my country and working toward expanding US foreign policy. I believe that my skills and qualifications make me an ideal candidate for the Associate Analyst position.

With 7 years of experience as a political commentator for CNN and other media houses, and a doctorate in Southeast Asian political development, my education and professional experiences have laid the groundwork for my meticulous attention to detail, a results-driven work ethic, and a burning desire to apply my skills to serve my country. My career can be highlighted by my key accomplishments:

- Authored a book on the PRC Belt and Road Initiative, which sold over 200,000 copies in the US
- Provided political commentary for major US media houses, and presented keynote presentations on Indo-Pacific politics and its relevance to US foreign policy objectives

Closing

Thank you for your time and evaluation. Please take a moment to review my attached resume and references. I can be contacted at any time via my email adamsunders@gmail.com should the need for any supplemental documentation or clarification arise. I look forward to sitting down with you to discuss in further detail how my concentration in Southeast Asian politics can help propel US policy in the region.

Sign-off

Sincerely,
Adam Sunders

Us Government Job Study Guide

DP Hallahan



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