

# SAMPLE COVER LETTER

Job Description: The Research Intern role at Goodwin Simon Strategic Research will provide interns with the opportunity to become familiar with and learn basic skills associated with conducting (1) qualitative and quantitative public opinion research. Tasks include working with research associates in preparing (2) PowerPoint presentations for clients, (3) preparing documents for data analysis, proofreading research and client documents, conducting background research, and other responsibilities. We are seeking an applicant who is a (4) recent college graduate or a current student with at least two years of college experience. (5) The applicant must have excellent writing and editing skills, a strong attention to detail, and comfort working with numbers. (6) They will also be able to balance many different projects and meet quick deadlines in a small, hardworking office environment where multiple projects are occurring at the same time.

## ALI GATOR

123 Montezuma Drive | San Francisco, CA 94115 | (415) 555-1234 | gator@sfsu.edu

October 20, 20XX

Ms. Alex Richards  
Goodwin Simon Strategic Research  
100 Grand Ave Floor 14  
Oakland, CA 94577

Dear Ms. Richards:

I am excited to submit my application for the Research Intern position at Goodwin Simon Strategic Research that I saw listed on Handshake. (4) I am a junior at San Francisco State University majoring in Statistics and minoring in Psychology. GSSR's unique approach of using the latest social science and neuroaffective research to understand how emotional reactions influence people's decision making is very innovative and aligns with my interest in the combination of psychology and public opinion research. I am highly motivated to contribute to this research and I believe I have the research, writing, and analytical skills necessary to successfully carry out the Research Intern's responsibilities at Goodwin Simon Strategic Research.

Through my classwork and research lab assistant position, I have acquired the experience and skills to perform every aspect of this job beginning with creating surveys and researching the data in order to find an answer to a question or to solve a problem. (3) I have extensive knowledge of statistical analysis software programs used to analyze the data collected and I am familiar with and have the ability to learn how to use large, complicated information systems. (1) I have experience interpreting qualitative and quantitative data and designing statistical models to assist with problem solving. (5) My skills include having strong verbal, writing, and editing abilities that allow me to explain the results of the analysis through written (2) reports and PowerPoint presentations in a way that both technical and non-technical personnel can understand.

My teamwork and interpersonal skills have been developed as a leader in student government. From planning events for groups of students across campus, to recruiting new members for our organization, I have led and motivated peers while acting in accordance with the Student Association regulations. (6) I was often responsible for multiple projects in a short time frame, so I learned to prioritize and complete my work in a timely manner. I would bring similarly strong leadership and communication skills to the team at Goodwin Simon Strategic Research.

I would love the opportunity to expand on my experience, skills, and personal commitment in an interview. If you have any additional questions, you can contact me by phone at (415) 555-1234 or e-mail me at gator@sfsu.edu. I look forward to hearing from you and thank you for your time and consideration!

Sincerely,

*Ali Gator*

Ali Gator



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CSLD

csld.sfsu.edu | 415.338.1764



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