

[First name] [Last name]

[personal email address] • [personal phone number] • [LinkedIn URL] • [GitHub URL]

[Date]

Dear MDRC,

I enthusiastically apply for the Research Assistant position knowing that I have the skills to succeed at this job. There are three reasons I am a strong fit for this role.

I have strong experience researching and developing policy based on numerous professional experiences. For example, as an intern at the Knight Foundation, I was responsible for conducting research on Downtown St. Paul's "creative economy." I far exceeded my supervisor's expectations, collecting extensive data on the number and preferences of artists working in the area, as well as researching policies other cities had used to foster creative hubs. I went on to convene a discussion of my report with artists and city policymakers, and the Foundation continues to use my findings to guide its grantmaking today. I set my own deadlines and worked on this project entirely of my own accord.

I am a strong communicator and flexible worker. Throughout my short career, I have worked in different environments. At one job, I worked with a team of five people in an office, while at another I worked remotely and individually. This flexibility extends to my communication skills. In some roles, I've been responsible for communicating directly with the general public. In others, I've presented my research to those high up in the policymaking process such as non-profit directors and state legislators. A common thread is my ability to summarize and communicate complex information.

I also have worked with both qualitative and quantitative research methods. As an AmeriCorps volunteer with the City of St. Paul, I was responsible for interviewing over 30 local restaurant owners on their experience with COVID-19. I recorded their responses to several questions and coded their responses. I then used Tableau software to visualize the trends I observed. Additionally, I worked with local community organizations to coordinate interviews with immigrant run businesses, and worked with translation services to make sure all of the city had their voices heard. On the quantitative front, my undergraduate major, quantitative sciences, is a unique course of study that makes me uniquely suited to the work of MDRC. Half of my courses deal with math, statistics, and coding methods, while the other half is comprised of policy, economics, and sociology classes. I hope to bring this combination of quantitative and qualitative skills to work at MDRC.

In short, I will be a motivated and skilled addition to MDRC. I can be reached at [personal or Emory email] or at [mobile phone number]. Thank you for your time and consideration.

Sincerely,

[First name] [Last name]