

The application/cover letter

Sample letter 1 (hypothetical example only- skill and experience summary should ALWAYS be targeted to job description)

Your address

Date

Address of organisation

Subject line: Re: Application for Graduate Policy Analyst Position- vacancy number 3737409

Dear (person's name if possible)

Having recently completed my honours degree in Political Studies, I am very excited about the possibility of embarking on a policy analyst career at the Ministry of Cultural Development.

After completing my Bachelor of Arts degree with a double major in Politics and Sociology, I decided to undertake postgraduate study to expand my research and analysis skills in the area of social and cultural policy. My honours thesis therefore comprised a qualitative study of a current cultural policy issue in New Zealand and ensured I have developed key strengths in the analysis and synthesis of information pertaining to policy and government process in New Zealand. I was also fortunate to do a summer internship at the Ministry of Social Development where I gained on the job knowledge and understanding of how government process works as well as contributing to a policy review.

Throughout my university studies, I managed to maintain very high grades, including winning the Political Studies Prize in 2007 as well as participating in a range of extracurricular activities and part time jobs. My experience as a Uniguide and a class representative ensured I developed strong teamwork and leadership skills. I have also worked part-time in restaurants and as a library assistant, so have well developed interpersonal and communication skills.

The Ministry of Cultural Development is the ideal department in which to start my policy analyst career as throughout my studies I have focused on the interplay between politics and culture in New Zealand. I would therefore welcome the opportunity to become involved in research and review of policy decisions in this area.

The above skills and experience are detailed in my attached CV and I look forward to the next stage of the application process.

Yours sincerely

Anna Wong