

1234 Main St.
West Long Branch, NJ 07764
January 21, 20xx

Ms. Sharon Williams
Real Time Robotics
555 Broadway
Wall, NJ 07719

Dear Ms. Williams:

In response to your recent advertisement on Indeed.com, I am applying for the position of Government Relations Specialist at the Real Time Robotics. I have long admired your company's mission as well as the role it has played with regard to cutting edge technology. I believe that my academic and professional experiences make me the qualified candidate for this position.

I hold a Bachelor of Arts degree in Political Science from Monmouth University. I have over four years of experience working as an Administrator for the non-profit agency, A Better Tomorrow, located in Asbury Park, NJ. Below, I have outlined how my skills, experiences and studies are well matched with the qualifications you desire:

Your Needs

My Qualifications

Develop & Manage Database

Created Access database of 1500 contacts for local Real Estate firm.

Marketing Experience

Prepared all press releases and managed website content for non-profit agency.

Monitor federal regulations

Completed compliance training in June 20XX regarding governmental policies.

Knowledge of legislative process

Intermediate coursework in Civic Engagement & Leadership, American Legal System, and Modern Political Thought.

I am eager to pursue this opportunity and would like to set up an in-person meeting to further discuss how I can be an asset to the Greatest Company Ever. I can be contacted at 732-571-1234. I look forward to hearing from you.

Sincerely,

Mary Jones