

200 Holly Lane Pittsburgh,
PA 15213

April 13, 2010

Jean Q. Public
Department of Human Services
Recruitment and Retention Unit
500 Summer Street NE, E22
Salem OR 97301-1099

Dear Ms. Public:

I am applying for the position of Fiscal Analyst II. My experiences and interests are an excellent match for the Department of Human Services.

I am interested in bringing my strong analytic and quantitative background to the Department of Human Services. My academic training and problem solving skills would be an excellent match for the policy and fiscal issues your department focuses on every day. My previous international work experience and a rigorous applied graduate curriculum have provided me with sample opportunity to refine my oral & written communication, leadership, and teamwork skills.

Currently I am studying in an intense 12 month accelerated masters program as a Peace Corps Fellow at Carnegie Mellon University designed to sharpen my problem solving abilities. With courses focused on econometrics, technology, finance, and program evaluation, I can easily communicate with diverse groups of people. I am able to systematically dissect problems, strategically think through various solutions, choose the best course of action, and implement it under difficult situations.

During my 2 years spent as a Peace Corps Volunteer in the Philippines, I designed and implemented a micro finance and new business development program.

First, I was able to determine the appropriate program parameters to fit the needs of the community.

Second, I was able to gain the confidence of the community and lead them from the project's inception to the complete transfer of management responsibilities to the community. It is a combination of learned skills, technology capabilities, and a commitment to public service, which I can bring to the Department of Human Services. I look forward to hearing from you in the near future.

Sincerely,
John Smith