

533 West 112th Street, #8E
New York, NY 10025

March 5, 20XX

Mr. Akira Xxxxxx, Country Manager
European Bank for Reconstruction and Development
One Exchange Square
London EC2A3EH

Dear Mr. Xxxxxx:

I am writing because of my strong interest in obtaining a project associate position with your organization, particularly in the Prague office. Dr. Rxxxx Sxxxx, who was my professor at the Central European University in Prague, suggested that I write to you. I have also learned about your organization's activities during my work with the National Agency for Privatization (NAP) of Romania, and I am particularly familiar with the technical assistance programs that your organization undertook in my country.

I am interested in applying for work with the European Bank for Reconstruction and Development because of your work in the Czech Republic, particularly in reforming the state sector. I am especially impressed by the flexibility and efficiency of EBRD, given that it is a relatively new organization, and am also aware of the expertise and excellent work of your staff.

As you can see from my enclosed resume, after working with the National Agency for Privatization and doing my undergraduate work in International Studies at Salisbury University in Salisbury, MD, I studied and worked for one year at the Central European University in Prague. I have also published several papers on privatization in the region. I am currently a graduate student at the School of International and Public Affairs at Columbia University in New York. My areas of specialization include International Economic Policy and Eastern Europe. My course work has provided me with the skills necessary for a better understanding of economic transformation in the region. I believe that my practical experience and my academic training would thus allow me to contribute to your organization.

I would very much appreciate the opportunity of an interview to discuss my skills. I will be in Prague between 12 and 16 March, and then in Bucharest until 22 March. I will plan to call your office during the week of 8-12 March to see if an interview would be possible and make any other arrangements. In the meantime, please feel free to contact me via telephone at (000) 000-000 or email at dxxxxx@columbia.edu. Thank you for your consideration. I look forward to talking with you soon.

Sincerely,

Dana Minar