

Name

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New Brunswick, NJ 08901  
(732) 555-3000  
bologna@gmail.com

Date

Ms. Jane Jones  
Department of Planning  
Planning International  
555 Executive Row  
New York, NY 10203

Dear Ms. Jones:

This letter is to inquire into the availability of entry-level professional planning positions for Planning International, at the recommendation of Professor \_\_\_\_\_. Planning International is an organization I have long admired, and I would embrace the opportunity to leverage my research, analytical and international development skills to further enhance the quality and viability of your programs.

For the past five years, I have refined my technical skills and abilities through professional experiences and academic coursework. As an intern with Nuclear Fission Technologies, I conceptualized theories and supported the findings with complex research techniques. In addition, my contributions, including community upgrading strategies, within my position held at the Environmental Systems Research Institute (ESRI) significantly impacted the department and led to achieving the team's goals.

As a problem-solver with strengths in ArcGIS and research, I am interested in planning and development issues; and believe my background and strengths would fit well into your organizational structure. My professional and academic experiences, as well as my passion for Planning International's mission, have prepared me to become a successful member of your team.

I welcome the chance to meet with you and discuss my background further and could be reached at the phone or email above. Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

Your Name