

BENJAMIN BRADDOCK

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June 22, 2016

Pauline Ruhr
Human Resources Manager
RAND Corporation
1776 Main Street
P.O. Box 2138
Santa Monica, CA 90407-2138

Dear Ms. Ruhr:

I am a student at Whittier College majoring in Political Science and minoring in Economics and I am very interested in the position of Research Assistant currently open at RAND Corporation. I have experience in research and analysis that make me well prepared to meet the many demands of the position, and I am particularly interested in the opportunity at RAND to improve infrastructure and disaster preparation in the United States.

In addition to the skills in research, historical analysis, data analysis, and writing that I have developed through my course work, I would bring to this position useful experience acquired through practical internships. In the U.S. Department of Transportation's Summer Transportation Internship Program for Diverse Groups, I performed research on highway usage and maintenance in eight California cities and contributed to a written analytical paper predicting future traffic needs. I also worked an intern in the Emergency Preparedness and Response Program of the Los Angeles County Department of Public Health, contributing to projects affecting evacuation planning and operational readiness. These experiences have sparked my interest in applied research and have provided me with knowledge and abilities that would allow me to excel in the role of Research Assistant.

I have enclosed my resume for your review. I would welcome a meeting to discuss the Research Assistant position and the results you can expect from me. You can reach me by e-mail at bbraddock@respectableemail.com, or by telephone at (714) 555-2020. Thank you for your time and consideration.

Sincerely,

Benjamin Braddock