

**Sample
Experienced/ Advance
International Affairs/
Government/ Non-profit**

Agency and the Office, and appropriate to family planning/reproductive health (FP/RH) program implementation in developing countries. The Senior Policy Advisor builds and maintains a wide range of relationships and networks both inside and outside the Agency, which are essential to achieving policy consensus and creating a supportive environment for USAID's family planning and reproductive health program.

Requirements:

1. Familiarity with key actors in the **policy** arena.
2. Knowledge of and experience with **current issues in policy** and program implementation affecting **USAID's FP/RH programs** in developing countries.
3. Demonstrated superior **oral and written communication skills**.
4. Capacity to **work in and lead teams**.
5. Ability to **work effectively under tight deadlines**.
6. Ability to **negotiate sensitive issues** with diverse audiences.
7. Strong **interpersonal skills**.
8. Willingness and ability to **travel** to developing countries up to 2 weeks/trip for a total of 8-10 weeks/year.
9. **U.S. citizenship** required.
10. Ability to secure a **Top Secret** security clearance required.
11. **Foreign language fluency**, e.g., Portuguese or French, preferred.

Phil Jackson

LinkedIn profile URL | pjackson@gmail.com | 617-111-1111

Dear Hiring Committee:

I am writing to apply for the Senior Policy Advisor position listed on Idealist.org. I am passionate about American social policy, particularly in regard to policies concerning women and reproductive health. I believe the United States Agency for International Development has an important role not only on the domestic stage, but on the international one as well. Through my international as well as my domestic experiences I am confident I would make an excellent candidate for this position.

Through my previous placements I worked in both social change agencies and international politics. During my experience at the United Nations office in Geneva, I **witnessed negotiations among** diplomats from different countries over complex political matters, such as the Egyptian uprising. I heard speeches from presidents, prime ministers, and ambassadors and observed debates among individuals from various cultures or backgrounds. Additionally, I **helped translate speeches** from French to English for other interns. I am confident my abroad experience will be a positive aspect to this position.

At Planned Parenthood, I served as a Policy Analyst working to **evaluate and draft reactions** to changes in United States policy. Oftentimes, this **involved negotiations** with other groups where an agreement had to be met on a strict timetable. During my time at Planned Parenthood, I also **contributed to a marketing campaign** launched in response to a decrease in funding **that helped to raise approximately \$5 million in donations**. In addition, at both of these positions I was expected to be knowledgeable and **familiar with key policy makers in different arenas**, so I could bring fresh ideas along with this knowledge while serving as a Senior Policy Advisor.

I am excited at the opportunity to begin a career with the United States Agency for International Development, and I would welcome the chance to discuss the position and my qualifications further. Thank you very much for your time and consideration.

Sincerely,
Phil Jackson

Sample Experienced/Advanced Senior Software Engineer

We are looking for a top notch software developer who is a master of software development technologies and process, but also who is able to work independently, with minimal supervision, in a fast-paced, dynamic, highly technical environment and work on multiple concurrent cross-functional projects.

In this position, you will be our lead SW developer responsible for developing and maintaining our custom software applications - applying the latest technologies, design, development practices.

Requirements:

- Deep knowledge of **client-server design** and relational database, with a focus on **security, HTTPS and SSL**, as well as on user management, licensing and job scheduling
- Experience developing, testing and maintaining **Java-based applications**, autobuild, **GUI**, application deployment and documentation
- Deep understanding of **object-oriented software principles**
- Experience with **C and C++**, particularly **high-performance code**
- Experience in all a definite plus: web apps, **HTML5, JavaScript, OpenGL, WebGL, and GPU** programming
- Strong **interpersonal skills** with desire to engage in collaborative design discussions
- Knowledge of **Agile development methodologies** like Scrum and XP
- **5 years of experience** on a diverse set of projects, including work in UI development
- **BS in computer science.**
Graduate degree a plus.

617-777-7777
stevehold15@yahoo.com

LinkedIn URL

Steve Holt

Dear Mr. Herrick:

I am writing to apply for the position of Senior Software Engineer, which I found on NU Careers. I recently graduated with a Master of Science in Computer Science in May 2013, and I am particularly interested in mobile applications and wireless technology. I know that WiTricity Corporation is leading the field in the development of wireless technology, and I would appreciate an opportunity to bring my knowledge and skills to the company.

Through my previous position at Electronic Arts, I **have worked with many different types of software and coding, including C and C++**. As a Game Developer, I used C++ to create different templates that were used on our web applications. I also maintained these applications after development, providing **HTML5 and JavaScript support**. At my position at Wayfair, I **worked extensively with database design and management, internet security, and servers**. I trained colleagues on how to use coding such as C++ to manage our product information databases and designed my own customer management software, which served as a base for the current company system. I also expanded my knowledge of network security, by working with my colleagues to create a new firewall program.

As a computer science major at Northeastern, I have a strong theoretical basis for my computer knowledge. I **took classes on subjects including algorithms, wireless networks, software vulnerabilities and security, and software development**. I had the opportunity to apply these skills during my cooperative education placement with **Zynga**, where I **developed social media apps**. This experience helped me to learn how to **effectively communicate and collaborate with colleagues**.

I am eager to discuss my computer science and **interpersonal** skills and how they will contribute to a career as a Senior Software Engineer at WiTricity Corporation. Thank you very much for your time and consideration.

Sincerely,
Steve Holt