

Michael Johnston
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Personnel Department,
Forward Democracy
8 Cynthia Street
London N1 9JF

Dear Personnel Manager,

I am currently at the University of Durham and this year I finished my first year of studying for a PhD in Politics. I have graduated with a BA and MPhil in Political Science from the London School of Economics and Political Science. I am writing to apply for a summer internship with Forward Democracy as I found out about your organization and the opportunities it offers to interns at the event at the University of Durham, on May 23th.

The job offered by Forward Democracy appeals to me because I see in it a combination of robust academic research and important impact on the political situation. I strongly believe that the aims of Forward Democracy, such as promoting basic rights and freedoms, are fundamentally important to the future of the world politics. With the likelihood of a series of groundbreaking reforms in the near future, it is an exciting time to make sure that global political development goes in the right direction. I am particularly attracted by Forward Democracy's aim to impose stricter parliamentary control and independent check upon governments.

In the course of my university education I have always enjoyed the challenges of applying rigorous analysis to practical problems. The course in Research Methods in Politics which I took was of crucial importance for me in developing my analytical skills. For example for my MPhil thesis I completed a research project on the enforcement of global labour standards. At present I am working on the research design of my PhD thesis which will offer a critique of the global political economy of protest.

I believe that my skills will be of great use in working for Forward Democracy. When I was working as a market researcher for Woodland Research and Analysis I acquired skills in both face to face and over the phone interviewing. I also gained experience in questionnaire design and research data analysis.

I am a natural and enthusiastic team player. My role as a secretary for LSESU & Forum included inviting guest speakers, promoting events, arranging venues and organizing publicity.

At the moment I am in Durham, but I will be available for interview at any point. I will also be available to work in London at any time over the summer.

I enclose a copy of my CV and hope very much to be invited for interview.

Yours sincerely,

Michael Johnston

Comment [A1]:

Name
Apartment number; building number; Name of Street
City; Post/Zip Code.

Comment [A2]: If you are writing to a particular person, you address them as Dr./Mr./Mrs./ Miss or Ms Smith.

Comment [A3]: Shortly introduce yourself and your educational/professional background.

Comment [A4]: State the overall aim of your letter.

Comment [A5]: You can add information on how you learned about the organization.

Comment [A6]: Explain your general interest in the academic/business field.

Comment [A7]: Explain why you are interested in the particular company/vacancy.

Comment [A8]: Show a clear connection between your previous educational/work experience and the job you apply for. Show that your background has provided you with skills and knowledge needed for the job.

Comment [A9]: If you have little work experience in the area, you might want to show how your academic work relates to the sphere where you want to work.

Comment [A10]: Specify the skills you have and show how they could be applied for the job you aspire for.

Comment [A11]: Explain how your personal traits have helped you in your previous work and give the employer an idea of how they could be beneficial in the new position.

Comment [A12]: In international applications it is a good idea to include a section on your availability for the interview, as well as your permission to work.

Comment [A13]: If you address a person by name you can close use the formula "Yours faithfully,..."