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October 15, 2017

Ms. Dianne C. Strand
Manager of Human Resources
Quintiles Transnational Corp.
2900 Peachtree Street
Atlanta, GA 27619

Dear Ms. Strand:

I am interested in applying for the Policy Analyst position which was advertised with the Office of Career Development at King University. My background in psychology is well-suited to the Policy Analyst position. I am particularly enthusiastic about this opportunity with Quintiles Transnational because of the diversity of your clients from government and industry to academia and nonprofits throughout the United States and abroad.

As a psychology major, I have had extensive training in survey design and data collection. I put this knowledge to work last summer as an intern in the accounts management department at Woodbine, a full-service marketing and advertising agency in Winston-Salem, NC. In this fast-paced environment, I collected marketing information for three major client accounts by conducting over 20 different focus groups. The data I collected was then used by the account managers to develop advertising campaigns. At King University I hold leadership positions in several extracurricular groups, including overseeing a \$3,000 budget as treasurer of a 30-person organization.

Attached is my resumé for your review. With my educational background and work experience, I am confident I can make an immediate contribution to the Quintiles team. I would be happy to provide you with any additional information you may need and I will contact your office next week to confirm that you have received my application. Thank you for your consideration.

Sincerely,

Janet Doe

Janet Doe

Attachment