

Dear Prospective Employer:

Could your organization use a well trained policy analyst with a background in International Affairs and the Middle East? If so I can do an excellent job for you. Currently, I am working for Allied Boston Security Service and as an Intervention Specialist but am seeking a position where I can apply my education and experience to benefit your organization and advance my career.

In college, I majored in International Affairs at Greenwich University where I received a Bachelor Degree in International Studies and a Masters in Diplomacy. Later, I completed a year of graduate work in Political Science towards my PhD at the State University of New York after leaving the army. After receiving an honorable discharge in 2005, I worked for the Center for Democracy, located in Washington, DC. I managed employees, attended meetings and provided information to government agencies on topics relevant to the US's interests in the Middle East.

During the two years I spent in the Army, I had the experience of contributing to the management of programs that dealt with personnel, resources and critical information. I prepared briefings and reports as well as evaluated solutions to problems. As an Assistant Intelligence, Language and Cultural Analyst in Iraq, I had the opportunity to perform analysis in developing, editing, and translating surveys for the Iraqis as well as translating documents for the American forces. In addition, as an entry level officer, I led a mechanized infantry platoons at the Army's National Training Center in CA. I also served with the Staff Judge Advocate office, the 91<sup>nd</sup> Civil Affairs Battalion and the Provost Marshal's office and the Information Operations cell of the 9<sup>th</sup> ARC in Iraq.

I would like the opportunity to meet with you to discuss the position you have available and show you how my skills can be indispensable to your organization. Given my academic and military training and work experience and that I have performed under demanding conditions, I feel very confident that I am the right person for the job. Enclosed is a copy of my resume.

Sincerely,

Smith Grady