

1224 Hampton Boulevard  
Winston-Salem, NC 27106  
(336) 758-4444  
doejan1@wfu.edu  
October 15, 2006

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 Services at Wake Forest University. My background in social science is well-suited to the Policy Analyst position. I am particularly enthusiastic about this opportunity with Quintiles Transnational because of the diversity of its clients from government and industry to academia and non-profits throughout the United States and abroad.

My major in psychology has provided me with training in survey design and data collection. My practical experience as the treasurer for my 125-member sorority has developed my budget management skills. Additionally, I interned last summer with Klein and Associates, an advertising agency, which honed my project administration skills as I provided support to the account management department. This fast-paced department was responsible for getting ads made on time and on budget according to their clients' needs. According to my supervisor at Klein and Associates, the agency experienced the largest increase in clients in its 10-year history during this past summer.

Enclosed is my resumé for your review. With my educational background and work experience, I feel that I could make an immediate contribution to the Quintiles team. I would appreciate the opportunity to interview for this position when you are on campus next month. Thank you for your consideration, and I look forward to meeting you.

Sincerely,

Janet Doe

Enclosure