

Name  
Address  
City State Zip  
(xxx)-xxx-xxxx

Office of Congressman Sean Casten  
Address  
Chicago, IL

December 5, 2019

Dear Hiring Manager,

The purpose of this letter is to express my interest for the District Office Staff and Outreach Assistant position available at Sean Casten's congressional office. I am applying for this position because Sean Casten's mission of fighting for clean energy, LGBT and minority rights, and universal healthcare resonates with my goals of working in social policy and ensuring that everyday families have the resources they need to become successful. My experiences in organizing, facilitating, and analyzing of the conversations as a Democracy Fellow can help prepare me to aid Sean Casten with managing constituent communications and organizing material.

As a Democracy Fellow for the Wabash Democracy and Public Discourse Initiative, I worked on three projects tackling issues facing our community members including mental health, transportation, and racism. I reached out to community members to organize conversations where we analyzed the problems and brainstormed solutions. For example, for our lack of transportation event, we asked participants to fill out surveys in order to gather data and analyze what demographics in our community suffered from a lack of transportation. In addition, as the main organizer for Community Day, an event where we introduced local families in our community of Crawfordsville to local organizations and resources, I worked with a lot of organization partners including the mayor's office and the Youth Service Bureau and established meaningful relationships. My skillset and experiences working as a team and creating relationships with community members as well as conducting and analyzing data can further help Sean Costen with organizing outreach efforts, managing constituent communications, and managing office supply.

The District Office Staff & Outreach assistant coordinator works directly with constituents and executing district outreach efforts. I will be able to contribute valuable input in this process. My political science classes have taught me research, data analysis, and presentation skills. Furthermore, the value Sean Costen places on organization, communication, and leadership will help me grow professionally and personally. Please feel free to reach out with any questions at 773-943-9715, and I look forward to hearing from you.

Best,  
Name