

KIMBERLY WARREN

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April 20, 2013

Ms. Heather Baynes
TradeSecure
120 Holmes/Hunter Building
Athens, GA 30602

Dear Ms. Baynes,

Please accept this letter and enclosed resume as an application for a position in your fall internship program. I became aware of this open position through a good friend of mine, and one of your current interns, Alexis Johnson. As a student at The University of Georgia studying International Affairs and Communications, I feel that my previous academic and professional experience would make me a great fit for your company. I am interested in pursuing a career in consulting and I am confident that my knowledge and experience will make me a strong candidate for a position in this program.

While attending The University of Georgia, I have received in-depth research experience and other key skills such as time management and group collaboration, by working under the guidance of Dr. K. Chad Clay and several other professors at The University. In addition, during my time as a student-athlete, I developed many transferrable skills and qualities that should rank me among your top candidates. Being a student-athlete has given me the ability to work well with others, motivate those around me and accomplish specific goals, even when challenges are presented. Athletics are not my only passion though.

Throughout my academic studies, I have become interested in international markets and geopolitics, along with the policy and regulations that coincide with these matters. TradeSecure is one of the leading experts in the fields of export controls and non-proliferation policies, which makes your company one of the most appealing employment opportunities in the country. This internship would provide me with invaluable knowledge and experience, which could guide me in the direction of a fulfilling career in the field that I have come to love. I am a highly motivated individual that is excited to learn and discover all that I can from this potential endeavor, but also expect to contribute immensely to this organization.

Thank you for your time and consideration. I appreciate your time and look forward to the opportunity to meet with you and discuss the internship in person.

Sincerely,

Kimberly Warren