

John Lincoln

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Jewish Federation of Metropolitan Chicago
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Dear XXX:

I am writing to express my interest in the Domestic Affairs Program Director position. I am a senior at Duke University graduating in May with a degree in public policy, a certificate in health policy, and a minor in political science. I believe that my experiences over the past four years, as well as my demonstrated professionalism uniquely qualify me for the large responsibilities held by the Domestic Affairs Program Director.

I am especially attracted to the Domestic Affairs Program Director position due to my familiarity with the position and the JCRC. Three years ago, I served as a JCRC intern reporting to Minda Block, who formerly filled that position. Through my everyday work, I was able to gain a very clear understanding for the daily tasks and challenges of the position, as well as a general understanding of the JCRC's organization as a part of the federation. I also enjoyed researching for and drafting a volume of the Chicago Connection to International Terrorism as my final project. While I believe I achieved highly as an intern, my experiences at Duke University beyond that internship led to significant personal and professional development that qualify me for this position.

During my junior year at Duke, the Palestinian Solidarity Movement held its national conference on Duke's campus. In the wake of this event, an anti-Semitic column was written in the campus newspaper. Much of my work during that year was spent planning counter-programming to the conference, and coordinating a response to the column. During this process, my peers began to look to me as someone who could build consensus and represent the Jewish community during a difficult time. Not long after, I became the Jewish Awareness Week Chair and President of our Hillel, the Freeman Center for Jewish Life. I have since worked serving as the voice of the Jewish community, including building coalitions with other cultural groups, Duke's student government, and university administrators. Also, I have led our student board to be an effective programming body, representing the different aspects of Jewish life at Duke. I believe that JCRCs and Hillels are similar in that much of the work revolves around preparing for the next crisis or issue, and then responding effectively when the issue is at hand. I feel that my experiences with Duke's Hillel have prepared me to effectively lead as the Domestic Affairs Program Director.

I would very much appreciate the opportunity to discuss with you my other experiences and how they uniquely qualify me for this position. Attached is my resume for your further review. Thank you for considering my application and I look forward to hearing from you.

Sincerely,

John Lincoln

Attachment