

Anna (Thi) Pan
987 Lewis St. Charlottesville VA 22904
annapan@virginia.edu | 434-983-0000

April 22, 2015

Remi Monoco, Executive Assistant
The Metropolitan Waterfront Alliance
457 Madison Avenue
New York, NY 10022

Dear Mr. Monoco:

I am applying for the position of Office Associate with the Metropolitan Waterfront Alliance (MWA) based on the recommendation of a mutual friend, Kim Power. I will graduate in May 2016 from the University of Virginia (U.Va.) with a Bachelor of Urban and Environmental Planning, a Bachelor of Arts in French and a minor in Architecture. I will be moving to New York City soon and see this position as the ideal opportunity to contribute the skills I have gained from my professional experience, academic studies, and diverse background. I share the belief with MWA that waterfront areas should be accessible for all, and I am strongly motivated to make the New York and New Jersey shores a pleasant place to live, work and play.

My organizational and communication skills are well demonstrated in my work experiences in non-profit, corporate and student organization settings. Currently, I intern with Piedmont Council of the Arts which shares similar responsibilities to the position at MWA. During my internship, I provide administrative support, focusing on maintaining a contact database of local artists, creating a new filing system for the council and constructing e-mail campaigns. I have also interned at KPMG Audit Firm, a corporate environment where attention to detail was essential when managing client files and proofreading financial statements. In addition, I handled event logistics and publicized events when I served as publicity chair of the Taiwanese Student Association at U.Va. I have acquired a sophisticated understanding of urban affairs through my studies. My coursework included site assessment and data collection, application of planning regulations, and the development of recommendations in order to create neighborhood master plan and transportation plan. Originally from Taiwan, my residence in Germany, France and the United States, as well as my extensive travel experience have fostered an ease in working with people from diverse backgrounds.

Kim Power is sending you a letter in regards to my qualifications and I look forward to discussing my candidacy for this position with you as well. Thank you for your time and thoughtful consideration. I hope to hear back from you soon.

Respectfully,

Anna (Thi) Pan

Enclosure: resumé