

# Sample Letters

Inquiry

211 Dryden Road  
Ithaca, NY 14850  
February 21, 2008

Mr. Constantine Logos, Director  
Federal Reserve Bank of New York  
33 Liberty Street  
New York, NY 10045

Dear Mr. Logos:

After studying economic theory for four years, I have a strong desire to apply what I have learned in a practical setting, working with data and analyzing economic phenomena. Reading the *Federal Reserve System: Purposes and Functions*, I was struck by the broad array of functions carried out by the Federal Reserve, the significant role it plays in both the money and financial markets, and the influence it exerts on the economy as a whole. I would value the opportunity to work as an assistant alongside some of the best people in the field for the Federal Reserve.

With a grade point average of 3.4 in my economics major, significant coursework in mathematics, and experience using statistical packages such as SAS and Data Desk, I believe I have the academic background necessary to do excellent work as an economics research assistant. As reflected in the enclosed resume, my work experience and extracurricular activities have helped me develop skills that should be useful in any research setting. Writing articles for the *Cornell Perspective* on such topics as the difficulties facing the school assembly and the West's response to the crisis in Eastern Europe taught me to research extensively, analyze my findings, and communicate my conclusions clearly.

I look forward to speaking with you and learning more about the Federal Reserve. I believe that with my strong background in economics and my experience as a researcher, I would make a valuable contribution to your organization. I will call you next week to see if it would be possible to arrange an interview.

Yours truly,



(Ms.) Tomoko Kimura

Enclosure