

January 5, 202x

Jamie Massey
Director of Human Resources
RAND Corporation
58 Pennsylvania Street
Washington, DC 20006

Dear Jamie Massey:

I am currently a senior at Swarthmore College and I will be graduating this May with a degree in Psychology and a strong research background. After RAND was recommended to me by two professors who are familiar with my career aspirations, I investigated the organization further and discovered that I share RAND's commitment to improving policy through rigorous, nonpartisan research. I perused the reports listed on RAND's education and health division webpages and was very impressed that all the research is geared toward promoting social justice. Furthermore, I have spoken with several alumni of my college who work at RAND and they have been unanimous in their praise of the organization. In particular, RAND's flat organizational structure and opportunities to pursue diverse and interdisciplinary research areas make RAND extremely appealing to me given my interests and career goals.

I have significant experience in both quantitative and qualitative research. This past summer, I served as the principal investigator on a research project analyzing Medicaid claims data of enrollees diagnosed with Major Depression. The project was largely quantitative and relied heavily on statistical analyses, compelling me to become expertly familiar with Excel, R, Tableau, and the art of making data tables and graphs. My project was selected for an Outstanding Research Award by an independent panel of faculty reviewers, and I am the first author on the resulting manuscript, which has since been submitted for publication.

I also have extensive experience utilizing qualitative methods, including conducting an action-research project for an Educational Studies Honors seminar that involved interviewing teachers and students, transcribing the interviews, and analyzing the data to produce practical recommendations for how a college preparation program could be improved. This spring, I will build on these quantitative and qualitative skills during an internship at the Office of Evaluation and Inspections in Philadelphia. As a Research Analyst, I will be working with a research team to design studies, conduct evaluations, and produce recommendations geared toward eliminating fraud, waste, and abuse from programs funded by the Department of Health and Human Services.

I am enthusiastic about bringing my energy and skills to RAND. I am enclosing my resume in case you anticipate any openings for a research assistant with significant research experience. While most of my experience is in the fields of education and health, I am interested in all areas of social policy that RAND studies. If you would like to know more about my credentials, please contact me and I will provide you with any necessary information. I am available at any time for an interview in Washington, DC.

Sincerely,

Anita Ville
Swarthmore College Class of 202x
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