Emmanuella Bonga

December 1, 2014

To the Department of Economic and Social Commission for Asia and the Pacific

United Nations

New York, NY

RE: Civil Affairs Internship in Incheon City, South Korea

Dear Recruiter,

You need an intern with a meticulous attention to detail and excellent administrative, research and

communication skills. My experience as development and membership intern at the Korea Society in

New York City allowed me to develop said skills while learning to thrive in a fast paced environment. As

A graduate student in Georgetown University's Conflict Resolution program, I believe that my interest

in international relations and passion for human rights and peacekeeping/ peace enforcement make me an

ideal candidate for the Civil Affairs position at this organization.

My 3 years as a writing consultant , coupled with my rhetoric and public address minor have given me a

solid written and oral communication foundation for this internship. I have worked with both the Korea

Society in New York City and the International Peace and Security Institute in Washington, DC on

documenting research, assisting with administrative and conference needs as required, and drafting briefs

and speeches. Media analysis and evaluation of projects were some of my primary duties in both

positions, and I would be honored to be able to apply those skills in this position.

As an ethnically Congolese girl born in Gabon, raised in Kinshasa and then educated in New York City,

diversity has become the fabric of my daily life. I am especially interested in Korean culture and am

pursuing a graduate certificate in Asian Studies in conjunction with my degree. I am a native French

speaker and am conversational in Korean, traits that I believe will distinguish me as an especially valuable

asset to this project and your organization. I am comfortable performing a wide range of job duties, and

eager to contribute my enthusiasm and skills to such a fine organization; and to grow in this position.

My resume will give you a greater understanding of my qualifications. Please contact me if you have any

questions.

Thank you, in advance, for your consideration.

Sincerely (and excitedly),

Emmanuella Bonga