

James Taylor
2201 South Gaylord Street
Denver, CO 80208

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Charlie Brown
Director, Human Resources
Colorado International Trade Office
1625 Broadway, Suite 2700
Denver, CO 80202

Dear Mr. Brown,

I am writing to apply for the position of Program Associate with the Colorado International Trade Office (ITO) advertized on the ITO website. As a recent graduate of the BA Program in International Studies at the University of Denver, I was excited to learn about the Program Associate opportunity with ITO. I am certain my background in international affairs and economics as well as my experience in the trade development field will make me an asset to ITO and the citizens of Colorado.

Both my academic background and working experience make me an excellent candidate for the position of Program Associate. At the University I received thorough training in economic and trade theories. Supplementing my concentration in Global Political Economics, I spent ten months researching and developing new international trade opportunities for Colorado businesses. Three of the proposals I drafted were ultimately adopted by firms planning international expansion.

I also have developed strong communications skills during my tenure as Communications Director for Students for Africa. The ability to effectively communicate across cultures and industries is critical for working with the diverse companies that make up the Colorado business community and the many potential trade partners throughout the world.

With my theoretical and real world experience in economics and trade promotion, I know I would be an asset to ITO and look forward to hearing from you regarding this exciting opportunity. If you have any questions, please don't hesitate to contact me at jtaylor@du.edu or 303-871-4495. Thank you very much for your time and consideration.

Best regards,

James Taylor