

**YOUR CURRENT ADDRESS HERE**

**CURRENT DATE**

Mr. David Piraino  
Director of Human Resources  
Catholic Relief Services  
209 West Fayette Street  
Baltimore, MD 21210-3443

Dear Mr. Piraino:

I want to thank you for meeting with me on Tuesday to discuss the position of Regional Advisor for Monitoring and Evaluation in Skopje, Macedonia. The interview affirmed my interest in this position and I am excited about an opportunity to be a part of the mission of Catholic Relief Services.

In particular, I appreciated you taking the time to explain the responsibilities of the position and the needs you have in Skopje, Macedonia. With my past experience and exposure to the issues of developing countries, I believe I could add great value to your organization.

I feel that my academic training at Princeton and my work with the Peruvian financial sector will serve me well in meeting the requirements of this position. My strong economic and quantitative research background will also prove to be a benefit to the group's efforts.

Thank you again for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Your Name