

# Elena Xavier

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Central Intelligence Agency  
Washington, DC 20505

Attn: Hiring Manager

I am contacting you due to an interest in the Undergraduate Internship Program pertaining to the Human Resources position beginning in the summer of 20XX. I am highly motivated for this opportunity, as it allows me to delve further into my passions and apply my majors of Psychology and Criminal Justice in the real world while providing an important service to our country. As someone who has studied social psychology, been part of a recruitment board for my university, and held job positions which require understanding and proper communication with fellow employees and customers, I feel that I have a strong foundation that will allow me to excel at the duties required. Furthermore, my past experiences living abroad and studying a multitude of diverse cultures sets me apart from other applicants.

The Central Intelligence Agency requires candidates that are strong-willed, dedicated, and reliable to provide safety to our Nation through analysis of pertinent collected knowledge. In lieu of this, having a strong Human Resources division enables and inspires greater teamwork and job satisfaction, handling the matters of payroll, guidance, and leadership to those within the Agency. As someone who has trained fellow employees and students, I am skilled in communication and mentoring to increase overall performance efficiency. Through my experience, I have learned that respect for colleagues in their differences and capabilities goes a long way in facilitating a positive and cohesive work environment, and thus have employed this method to my position as a mentor and recruiter.

Furthermore, revising and implementing policies to enhance the work environment and its efficiency is a task that I have completed in the past while working as an intern for the Police Department. My involvement with processing vital documents such as city records and individuals' reports taught me the significance of thorough analysis to make educated decisions regarding critical information. Through performing duties such as these once again, I hope to honor and serve the Agency as well as the United States.

Since I was a child, I aspired to work in a government agency, aiding the Nation and its people. I have abided by the principles of honor, integrity, and service, motivated by personal role models in my life. It would be an honor to be selected for this internship opportunity, in which I can exemplify the mission and values of the CIA, demonstrating exceptional aptitude within the Human Resources division.

I look forward to the opportunity to discuss my skills and interests as they pertain to the position in greater detail during an interview. Please feel free to contact me at [xaviere@xavier.edu](mailto:xaviere@xavier.edu). Thank you for your time and dedication to the Nation.

Sincerely,  
Elena Xavier