

Emily Chen

January 16, 2026

Acme Corporation

RE: Entry Level Diplomat

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Diplomat position at Acme Corporation, as advertised on your careers page. With a strong academic background in International Relations from Georgetown University and hands-on experience in diplomatic simulations, I am excited about the opportunity to contribute to your team and represent Acme Corporation on a global scale.

During my time as an intern at the U.S. Department of State, I successfully collaborated with a team to organize a bilateral conference focused on trade agreements between the United States and emerging markets. This experience honed my skills in negotiation and strategic communication, as I was responsible for drafting briefing materials and coordinating logistics. Additionally, I led a university project that analyzed the impact of cultural diplomacy in South-East Asia, resulting in a presentation that was well-received at the National Model United Nations, where our team was awarded Best Delegate. These experiences have equipped me with the analytical and interpersonal skills necessary to navigate complex international issues in a professional environment.

I am particularly drawn to this position at Acme Corporation because of your commitment to fostering global partnerships and your innovative approach to international relations. I am eager to bring my passion for diplomacy and my commitment to effective communication to your esteemed organization. I would welcome the opportunity to discuss how my background, skills, and enthusiasm align with the goals of Acme Corporation. Thank you for considering my application.

Sincerely,

Emily Chen