

41 Oxberry Street  
London, UK SW6 4SH

6th August, 2022

Internship Program Department,  
1777 F Street, NW  
Washington, DC 20006

Dear Council on Foreign Relations,

Please consider my application for the Blavatnik and Robina Franklin Williams Internship Program advertised on Google Jobs in June 2022. I will graduate from the University of British Columbia in December 2022 with a Bachelor of Arts degree in History. A family friend, Jeffrey Riddle, who formerly worked at the US Foreign Office, recommended I apply for the program.

During my studies, I have been particularly interested in global foreign relations in the Cold War period and have taken every opportunity to learn more about the history of the Cold War. I believe my speciality in the history of modern foreign relations will be an asset to your internship program. Furthermore, as you will see in my enclosed resume, I have developed excellent leadership and teamwork skills from my experience as a Bar Supervisor in a London pub. In August 2022, I will have completed a four-month intensive writing course, which has taught me valuable proofreading and editing skills as well as my research and writing skills. Due to my intensive writing course, I am proficient in writing research proposals, reports, memos and blog posts.

I grew up very international, my father is British, and my mother is Jamaican. During my lifetime, I have lived in London, Amsterdam, Toronto, Kingston, Montego Bay, Abu Dhabi and Vancouver, and I attended international schools. I believe my international background will be of further benefit in your internship program as I have an exceptional understanding of different cultures and beliefs.

I have dedicated the past four years to developing my research and writing skills, and your internship program is the perfect opportunity for me to practice and hone these skills further.

If you feel my experience meets your needs, please feel free to phone me any weekday after 2 pm at 604-715-9247 or email me at matildamurray1@gmail.com.

Sincerely,

Matilda Murray

A handwritten signature in cursive script that reads "Matilda Murray". The signature is written in black ink and is positioned below the typed name.

**Matilda Murray**  
41 Oxberry Street,  
London, SW6 5WN  
+44 7487 396658  
matildamurray1@gmail.com

## **Objective**

An internship position, researching for a foreign office, with an opportunity to further advance into the world of international relations.

## **EDUCATION**

*University of British Columbia, Vancouver*

Bachelor of Arts in History, 4th Year Undergraduate, will graduate in winter 2022. Currently maintaining a GPA of 83%

## **EMPLOYMENT**

### **The King's Arms Fulham, London, UK — 2019-2022**

Began as a barmaid and waitress before being promoted to Supervisor of a ten-person team. Responsible for opening and closing as well as organising and leading shifts while working under extreme pressure serving a pub of 250 people.

### **Tapestry Retirement Home, Vancouver, Canada — 2020**

Bartender, waitress and hostess who delivered a personalised fine dining experience to elderly people.

### **21st/23rd Scout Troop, London, UK — 2016-2019**

A junior leader working with 25 children aged 4 to 8. Working with others to teach and communicate to children new skills and help them with arts and crafts projects.

### **Kanari Pharmacy, London, UK — 2017**

Cashier in charge of checking and recording inventory. Also, interacting with customers and ensuring their health needs are met.

### **Stag Lodge Stables, London, UK — 2015**

Groom working as part of a team responsible for the welfare of over 50 horses. Cleaning and maintaining equipment and ensuring the horses were adequately fed, groomed and exercised.

## **LEADERSHIP**

### **Awards**

Duke of Edinburgh Bronze Award, 2015

### **Languages**

Proficient in Swedish and Dutch

### **Activities**

High school lacrosse team (2 years); University equestrian team (1 year)

**REFERENCES** — Available upon request

41 Oxberry Street  
London, UK SW6 5HN

8th August, 2022

Lena Karlström  
Buchanan Tower Room 921  
1873 E Mall  
Vancouver, BC V6T 1Z1

Subject: Reference Letter

Dear Professor Karlström,

I am currently applying for an internship at the US Foreign Office. I hope to use the Swedish you taught me and all I learned about Nordic culture in my future in foreign relations. You have been my professor for almost three years and know me better than any other professor at UBC. Could you provide a reference letter expressing my willingness to learn and excellent work ethic?

I, of course, understand if you do not feel comfortable providing a reference. If you have any questions, please feel free to contact me at [matildamurray1@gmail.com](mailto:matildamurray1@gmail.com).

Best wishes,

A handwritten signature in cursive script that reads "Matilda Murray". The signature is written in black ink and has a decorative flourish at the end of the name.

Matilda Murray

41 Oxberry Street  
London, UK SW6 5HN

8th August, 2022

Timothy Brown  
The Kings Arms  
326 New Kings Rd  
London, UK SW6 6SN

Dear Mr Brown,

Under your leadership, I grew from a nervous and timid girl into a confident and outspoken leader. Without my experience at The Kings Arms, I would not have the self-confidence to apply for an internship at the US Foreign Office. I was hoping you could provide a reference attesting to my quick thinking and ability to work under extreme pressure.

I hope you can provide me with a reference but will also respect if you decide not to. If you have any questions, please feel free to contact me at [matildamurray1@gmail.com](mailto:matildamurray1@gmail.com).

Best wishes,

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Matilda Murray

41 Oxberry Street  
London, UK SW6 5HN

8th August, 2022

Evette Walker  
21st/23rd Scout Troop  
528 Fulham Palace Rd  
London, UK SW6 6JF

Dear Ms Walker,

For three years, I worked alongside you and your team, helping to care for and teach the scout troops. My experience working with you taught me excellent organisational skills, how to work in stressful environments and patience. I am currently applying for an internship program at the US Foreign Office in Washington, DC, and I was hoping you could provide a reference for me.

I understand that you may not feel comfortable providing a reference, and I respect your choice if you decide not to. If you have any questions, please feel free to contact me at [matildamurray1@gmail.com](mailto:matildamurray1@gmail.com).

Best wishes,

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Matilda Murray