Your Name

Phone

Email

(Business Address)

January 3, 202X

Dear Hiring Manager,

Clean energy technologies are the key to a sustainable energy future. I believe a multi-faceted approach that considers policy, market solutions, and socio-economic factors is necessary to realize this future. I am applying for the position of **Project Manager in Electric Vehicle Infrastructure (**ID#)at the Center of Sustainable Energy to combine my interest in policy with my experience in clean energy to affect positive change towards this vision.

As a Postdoctoral Research Associate at the Critical Materials Institute (CMI), a U.S. Department of Energy funded Energy Innovation Hub,I have **7 years of clean energy research experience including:**

* Working collaboratively to develop machine designs that enable use of additively manufactured magnets and recycled materials
* **Modeling and simulation of the Prius hybrid electric vehicle motor**
* Developing an innovative design of a rotor for a wind turbine generator that eliminated critical materials
* Modeling architectural solutions for stakeholders seeking to renovate apartments for energy efficiency and comfort
* **Defining project scope, meeting aggressive deadlines, delivering quarterly reports** reviewed by the CMI administration and Congress, and **presenting to the internal review board** at CMI with senior members from the Office of Energy Efficiency and Renewable Energy
* Managing teams of undergraduates to analyze the economic and social benefits of energy retrofit and leading development of educational materials on energy retrofits for a stakeholder
* **Investigating policy**, congressional voting trends and examined congressional record
* Communicating to wide range of audiences including international experts in my field to K-12 students
* Organizing the efforts of a multidisciplinary team to organize events with some budget experience

Based on my unique, multidisciplinary perspective on clean energy and experience as a researcher, communicator and leader, I will be well positioned to support and shape the efforts in Electric Vehicle Infrastructure. I have successfully transitioned between disciplines and research areas and am excited for the prospect of expanding my clean energy portfolio as a Project Manager in Electric Vehicle Infrastructure. I would welcome the opportunity to interview with you. I may be reached by *phone* or *email*, as indicated above, and will be in touch in the following weeks. I am looking forward to relocating when I transition from my current position.

Thank you for your time and consideration.

Best Regards,

*name*