

## International Development cover & resume

[Address]  
New York, NY 10025  
[Date]

[Name]  
International Rescue Committee  
122 East 42nd Street  
New York, NY 10168

Dear [Name]:

I am a dual degree student at Columbia Business School and School of Social Work and I am writing to enquire about the possibility of an overseas internship at the International Rescue Committee this summer. Between completing a year of business school and starting the international social work program, I can think of no better place to bridge the two halves of my education than the IRC.

I chose my rather unusual course of study because I hope to combine the efficiency of business with the sensitivity of social work to work in psychosocial programs for victims of conflict. My experience in troubled regions includes conducting field work in the West Bank and Gaza and working at Human Rights Watch in Uzbekistan, and I have held both administrative and programmatic roles. After directing an educational program and managing its financial reporting in Kazakhstan, I built on these skills at Human Rights Watch, where I designed a system for financial record-keeping in the organization's field offices. With my business school training, I can assist microfinance projects with organizational development, accounting, and operations. In addition, I have been involved with a number of program development projects, such as helping young people design community service programs and expanding recruitment in the exchange program I ran to include disabled participants. I communicate effectively with diverse audiences, whether explaining international law to an Uzbek villager or presenting human rights developments to diplomats. I adapt quickly to new environments and thrive on the challenge of working in constantly changing conditions.

I hope to speak to you about how I could benefit the IRC this summer. My résumé is enclosed and I am happy to provide references if you need them.

Sincerely,

/s/  
Rebecca Stich

## International Development cover & resume

**Rebecca E. Stich**

[Address]

New York, NY10025

[Phone]

Email: res2004@columbia.edu

---

### EDUCATION

- 2001 – 2004 **COLUMBIA BUSINESS SCHOOL/** **New York, NY**  
**COLUMBIA UNIVERSITY SCHOOL OF SOCIAL WORK**  
MBA, Management/Social Enterprise, May 2004  
Member: International Business Society, Management Consulting Association, Energy Roundtable, Columbia Women in Business  
MA, Social Work, May 2004
- 1994 – 1998 **HARVARD AND RADCLIFFE COLLEGES** **Cambridge, MA**  
BA magna cum laude, Social Studies, June 1998  
Summer Arabic program in Jordan. Honors thesis research in West Bank/Gaza  
John Harvard Scholarship (1995, 97) and Elizabeth Cary Agassiz Scholarship (1995, 1997)  
Center for International Affairs fellowship for research travel

### EXPERIENCE

- 2000 – 2001 **HUMAN RIGHTS WATCH** **Tashkent, Uzbekistan**  
*Assistant, Tashkent office*
- Interviewed victims of human rights violations and documented cases
  - Screened calls and visitors, provided information or referred to interviewers
  - Monitored city, regional, and Supreme Court trials for the only international human rights organization in Uzbekistan
  - Introduced financial reporting system, managed budget and reporting
  - Lobbied diplomatic representatives and government officials to improve human rights compliance
  - Highly selective position in one of world's two largest human rights organizations
- 1998 – 2000 **AMERICAN COUNCILS FOR INTERNATIONAL EDUCATION** **Almaty, Kazakhstan**  
*Future Leaders Exchange Program Hub Director*
- Directed US-government high school exchange program for entire country
  - Presented program in schools and in local television and radio media
  - Tested and interviewed over 3,000 students/year in 14 cities to select participants
  - Expanded participation of disabled students by over ten times
  - Organized community service and professional development activities for alumni
  - Counseled parents on responding to student problems while on program in US
  - Managed staff of up to 7
- 1994 – 1998 **PHILLIPS BROOKS HOUSE ASSOCIATION** **Cambridge, MA**  
*Chair, Prisoner Education Program*  
*Programming Chair, Officers Committee (1997)*
- Tutored incarcerated mothers one-on-one and in small groups in general skills and preparation for high school equivalency exam
  - Recruited, trained, and managed tutors
  - Evaluated 50+ community service programs each semester. Monitored programs' safety, quality, and potential improvement and assisted programs with day-to-day and long-term trouble-shooting
  - Established 1000-volume resource library
- Summer 1993,94 **CHILDREN'S DEFENSE FUND** **Washington, DC**  
*Intern, Religious Affairs Division*
- Developed and wrote Muslim resource materials for Children's Sabbath program
  - Initiated outreach to Muslim community and planned long-term outreach strategy

### ADDITIONAL INFORMATION

- Proficient in Russian, Arabic, American Sign Language, elementary Uzbek, Kazakh, Spanish
- FEMA certified Community Emergency Response Team member (disaster relief)