To Whom It May Concern: [Date]

I am writing on behalf of the Master of Arts Program in Coexistence and Conflict (COEX) at the Heller School for Social Policy and Management at Brandeis University.

[STUDENT NAME], a current student, is interested in doing a Practicum within your organization. I am very enthusiastic about [his or her] project and want to strongly recommend [him or her] to you.

First, let me tell you about our COEX students in general. The majority are mid-career professionals striving to understand how better to prevent, manage and resolve conflicts and have on average eight years of experience working in the field. They come from a variety of institutions and 80 percent are international.

[Student to add one paragraph about his or her background and past experience]

Second, let me introduce the COEX program to you. Our commitment is to provide students with the networks and skills necessary to tackle local and global challenges in conflict areas:  
During the first year in residence, our students secure solid grounding in theories and develop the professional skills to design, implement, and successfully assess and monitor effective conflict interventions.

In their second year, students complete a 3-month Practicum with a host institution that is working on essential issues of conflict. They know the challenges of working in the field of (post-) conflict resolution and take full responsibility for their decision to carry out their project in conflict-affected regions. Based on their Practicum experience, students then write a Masters Paper discussing the development, activities, outcomes and recommendations of the project.

Third, let me outline the benefits of such Practicum for your organization. Of course, students apply their skills, and develop their network thanks to you, but most of all, they want to serve quality organizations like yours. They are committed to assist you and make sure that they bring you the most updated innovations of the field and adapt them to your context. Past experience shows that organizations have learned as much from hosting our students as our students have learned from them.

[Student to add paragraph about their interests/skills and how they pertain to this organization/work. Why you are interested in working with the organization, what skills you will bring to the table, etc]

For further information on the practicum, please contact the Practicum Coordinator, Sarah LaMorey at +1 781-736-2523

To learn more about the COEX program, our students, past field projects, and where our alumni are working, please visit our website at http://heller.brandeis.edu/coex.

I hope that you will consider the opportunity to host our student. Best Regards,

Alain Lempereur  
Alan B. Slifka Professor and Director  
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