

CLINTON GORE

August 3, 1995

Mr. Matthew S. Ross
950 25th Street, N.W.
Apartment #403 South
Washington, DC 20037

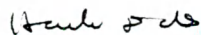
Dear Mr. Ross:

Jennifer O'Connor forwarded your letter inquiring about the 1996 Presidential campaign. I appreciate your interest, however, other than for fundraising activities, the official campaign will not be getting underway for several months.

I have taken the liberty of forwarding your letter to Laura Hartigan, at the Clinton/ Gore 1996 Re-elect Committee.

The President and the Vice President greatly appreciate your interest and support and they look forward to working with you in the coming months.

Sincerely,



Harold Ickes

cc: Jennifer O'Connor ✓

CLINTON/GORE '96
P.O. BOX 19300 WASHINGTON, D.C. 20036-9300 PHONE 202/331-1996
Paid for by the Clinton/Gore '96 Primary Committee, Inc.
Contributions to Clinton/Gore '96 are not Tax Deductible.

John -

Could you please
send a Harold form
reply saying "Jennifer
forwarded your resume
as a former intern
for her. I have ... (whatever
is done with resumes)
and please send
it over to the
re-elect. He was
an intern of mine and
deserves a shot because
he worked here for free.
But he's not that strong
- Jen

Matthew S. Ross
950 25th Street, N.W.
Apartment #403 South
Washington, DC 20037

July 25, 1995

Ms. Jennifer O'Connor
Old Executive Office Building
Room #111
Washington, DC 20005

Dear Jennifer:

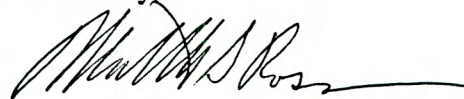
Greetings, I hope that all is well with you and the White House. Having completed all my classes and work requirements, this past weekend I received a Master's Degree from the Graduate School of Political Management of George Washington University. I am currently seeking a job and was thought that you might provide some assistance. Having studied and worked in campaigns, I am interested now in becoming a part of the press operation of President Clinton's 1996 Presidential campaign. As a close assistant to Mr. Harold Ickes I was hoping that you would make my resume available to him at the appropriate time in the hiring process that is rumored to begin very soon.

My background as a student of political management will enhance my capacity to contribute effectively in the press operation of this campaign. This past year I have sharpened my ability to successfully craft and deliver political messages through both modern and traditional media. This entailed strengthening my research and data collection skills, examining media behavior and developing coordinated strategies for external communications. As you know, through my internship at the White House (although limited in time and scope by my academic commitments) I was able to apply these communication and research skills to practical situations.

Enclosed herewith please find my resume which summarizes my political experience and academic accomplishments.

Please contact me at your earliest convenience so that we may set up an interview. I can be reached by phone at (202) 342-5398. Thank you for your time and consideration.

Sincerely,

A handwritten signature in dark ink, appearing to read 'Matthew S. Ross', with a long horizontal flourish extending to the right.

Matthew S. Ross

MSR/p
Enc.

MATTHEW S. ROSS

950 25th Street, NW
Apartment #403 South
Washington, DC 20037

Phone: (202) 342-5398 • Email: msross@gwis2.circ.gwu.edu

EDUCATION:

The Graduate School of Political Management of George Washington University, Washington, DC

- Candidate to receive a Master of Professional Studies Degree in Political Management, July 1995.
- **GPA:** 3.80 **Honors:** Dean's List, Fall 1994, Spring 1995.
- **Relevant Coursework:** • Political Management & the Media • Research & Data • Campaign Organization
• Campaign Management • Politics & the New Media • Political Communication Strategy • Polling

University of Pennsylvania, Philadelphia, PA

- Graduated *magna cum laude* with Bachelor of Arts Degrees in Political Science and Elementary Education, May 1994.
- **GPA:** 3.77 **Honors:** Dean's List, 1991-1994.

POLITICAL EXPERIENCE:

The White House, Washington, DC

Winter & Spring 1995

Office of Cabinet Affairs, Intern.

- Assisted in the coordination of briefings for the President, Vice President, Secretaries and other Administration Officials.
- Compiled agency information provided by Cabinet Secretaries for distribution to top Administration Officials.
- Aided the organization of Cabinet Agency activity.
- Office of the Deputy Chief of Staff, Assistant to Political Director for New York & New Jersey.**
- Drafted reports, letters and memos for Elected Officials.
- Compiled and updated lists of key constituent leaders.
- Helped with the coordination of media for the two states.

The Democratic National Committee, Washington, DC

Fall 1994

Campaign Division, Assistant to the Deputy Director of the Midwest Desk.

- Tracked progress of state and congressional campaigns in the Midwest region.
- Communicated with campaign managers and provided them with information requested.
- Assisted in the coordination of events for key supporters of the President.

The Rendon Group, Inc., Washington, DC

Fall 1994

Assistant to the International Office Liaison.

- Researched business and NGO activity in significant regions and contacted potential clients for the company.
- Updated computer databases and performed other administrative and staff support tasks.

Campaign to Reelect State Senator Cheryl Jacques, Needham, MA

Summer 1994

Campaign Coordinator.

- Worked in direct consultation with the Senator and campaign manager.
- Organized a campaign staff of 10 people including interns and volunteers.
- Prepared candidate for public appearances through the formulation and execution of detailed event plans.
- Researched the opposition and generated targeted campaign literature.
- Wrote letters to key constituents on behalf of the Senator.

The Office of United States Senator John F. Kerry, Boston, MA

Summer 1992

Intern.

- Responded to constituent letters and requests and tracked legislation relating to constituent concerns.
- Researched and compiled a database of Senator's local appearances for the previous 5 years.
- Supported staff members by researching and collecting requested information.

Campaign to Elect Senator Tom Harkin to the Presidency, Philadelphia, PA

Winter 1992

Volunteer.

- Registered new voters on campus and in the West Philadelphia community.
- Recruited new volunteers to assist the campaign efforts.