



CAM T. RAM

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Date

Hiring Manager Name

Hiring Manager Title

Company Name

Company Address

Dear Mr./Ms./Dr. [or Members of Search Committee or Hiring Manager],

When I saw the job announcement for Health Education Intern posted on Colorado State University's Handshake employment database, I knew immediately that I wanted to send you my resume. After speaking with Kelly Clarkson, a current Health Program Coordinator at International Rescue Committee, I am confident my passion for healthcare advocacy and experience in helping diverse individuals make me a great candidate for consideration. I have been active within several community organizations that, like you, are dedicated to advocacy for public health, and I welcome the opportunity to formally align with an organization of your caliber and reputation.

Through reading news on the International Rescue Committee, I noticed that you recently secured a large grant from the 100andChange competition to serve children in the Middle East. I applaud your efforts to advocate for refugees, and I hope that my research in common health issues experienced by refugees can contribute to the overall mission of the organization. In that semester-long project, I worked with a Graduate Research Assistant to review data on barriers to health access experienced by refugees. After compiling this research, we met with a local nonprofit organization, the Immigrant Refugee Center of Northern Colorado, to make recommendations on how they could better meet the needs of their served populations. Our recommendations were well received, and the organization expects to follow the bulk of our plan.

I eagerly anticipate utilizing my strong communication skills and organizational skills to build upon the teaching experience that I acquired last fall when I worked with the Kendall Reagan Nutrition Center at Colorado State University to lead an educational program on methods for preventing diabetes. As one of a two-member team leading and organizing this event, I helped develop and distribute publicity, create the four-week curriculum, and teach the hour-long classes. The program drew over 25 attendees, which is a strong turnout for our organization, and I have been invited to lead the course again for another four-week session.

As you can see from my resume, my volunteer and work experience are directly relevant to the position you seek to fill, and I am passionate about applying my skills to this position. Please contact me for an interview so that I can explain in more detail how I can contribute to the vital task of providing education on health topics to diverse populations.

Sincerely,

Cam T. Ram

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Paragraph #1: Why I'm Writing

- State the position you're applying for and how you learned about it.
- Mention people you may know at the company or if someone referred you to the position.
- Utilize information about the company from their website or other sources and mention this information in your reason for applying.

Paragraph #2: How I'm Qualified

- Highlight key words/phrases from the job description and use them when describing your experiences.
- Avoid simply repeating information from your resume. Choose one or two relevant examples that highlight your qualifications.
- Be detailed and specific. This is your chance to elaborate and provide more depth than you can in a resume.

Paragraph #3: Why I'm Right for the Job

- Connect information from Paragraph #2 and relate it back to the position and company.
- Understand the organization's mission, vision and values and discuss how you "fit" within the organizational culture.
- Point out key accomplishments and areas of value that you can bring to the position and company.

Paragraph #4: The Close

- Keep it short and sweet. Reiterate your interest/passion/enthusiasm for the position and company.
- Thank the reader for their consideration.
- Let them know how to reach you.