

This is to inspire your creativity. USE YOUR OWN WORDS. Do NOT use this verbatim.

**SALLY SMITH**

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Date

Recipient's Name

Recipient's Title

Organization's Name

Address

Dear Ms. / Mr. / Mx. \_\_\_\_\_ or Hiring Manager:

The Health Educator position advertised on Idealist aligns perfectly with a strong background in public health, community outreach, and conference planning, combined with a deep passion for youth development. With an MPH from Boston University School of Public Health, the opportunity to contribute to your initiatives—particularly incorporating sexual education into mentoring programs—resonates deeply. Empowering girls to grow into confident young women is a deep passion of mine. I greatly admire your commitment and am excited about the chance to contribute meaningfully to this work.

Based on your needs, the following highlights of my background showcase the value I would bring to your organization:

- Planned educational conference for high school students to educate them about dating violence, exceeding attendance goals.
- Collaborated with hospitals, neighborhood groups, and advocacy organizations to build awareness for events to attract parents and at-risk populations.
- Solid understanding of how to plan, implement and evaluate health promotion and disease prevention interventions gained through MPH course work.
- Developed a sexual health training module for at-risk teens as part of a field study project with Peer Health Exchange.

In addition, throughout my professional and educational careers, I have consistently been recognized for my ability to work with diverse stakeholders and for my initiative in coming up with new approaches to reach youth with limited resources.

I would welcome the opportunity to tell you more about the skills and abilities I would bring to this position, and can be available for an interview at your convenience. Thank you in advance for your time and consideration.

Sincerely,

Your Name