Name

Address

City, State Zip

Phone

Email

Date

(Name of Contact Person)

Job Title

Company/Organization

Address

City, State Zip

Dear Mr./Ms. Last Name:

I am writing in response to your ad seeking an Outreach Worker at BOOM Health. Your job posting states that you are in search of a resourceful, energetic individual with a drive for helping others which describes me exactly.

In addition, I am currently attending Hostos Community College/CUNY, majoring in Community Health. During my internship experience, I learned how to coordinate events, facilitate workshops, and communicate effectively with a diverse population. My passion is to dedicate my career working with those who find themselves dealing with the struggles of everyday life situations.

Please take a moment to review my attached resume. I believe I have the qualifications that best match your organization needs and I look forward to hearing from you soon.

Sincerely,

(signature)

Name

Enclosure: Resume