

First and last name, BA

Address/ Phone number

Email address

September 10, 2015

Name of Person Receiving this Cover Letter

Title of Contact

Street Address of Contact

City, State Zip Code

Dear Ms. Addressee Last Name:

As a highly skilled professional with the experience and strong inspiration to excel in the public health field, I am interested in any health education position you are currently advertising. My ability to plan, develop, train, implement, evaluate, manage, asses, promote, communicate and my proven record of accomplishment in teaching make me a great candidate.

My 7 years in public health and related areas have taught me the value of conducting needs assessments, implementing programs and training materials, developing tools to evaluate the effectiveness of programs, marketing programs/events and providing technical assistance. The goal of public health organizations is to protect and improve the health of communities through education, promotion of healthy lifestyles, and research for disease and injury prevention. My experiences to help public health organizations and entities to not only meet the goals of public health but thrive differentiate me from other public health employment candidates.

Based on your announcement, your organization will be particularly interested in my reputation as a self-starter with the proven ability to prioritize and manage projects in a busy, fast-paced, multitasking environment. My experience in teaching and establishing lasting relationships with students, stakeholders, community leaders and public health entities will be an asset to your organization. I would love the opportunity to work with the students of your organization by adding my expertise to teach, assess programs and developing and implementing innovative learning tactics for students.

In my position with Wilkinson County School District, I oversee the daily operations of the program activities, develop and maintain program timelines, manage and budget over \$800,000 per year, develop tools and strategies to implement programs, coalitions and initiatives, supervise and train staff members. I monitor and evaluate programs to ensure quality deliverance of program goals and objectives, and compliance with government policies. I have also applied my excellent communication and customer service skills to provide technical assistance and guidance to train employees and volunteers on curriculum.

With these qualifications, I am confident that I am an excellent match for any public health or general studies class and remain eager to put into operation my program implementation skills, organizational skills and ability to effectively communicate and interact with others to work. I am convinced it would be worthwhile for us to meet so please feel free to contact me using the information atop this letter. Thank you for considering me.

Sincerely,

First and last name, BA