

ALICE JOHNSON

10 Downing Street, London

+44 7000 123456 | alice.johnson@email.com

James Kelly, Hiring Manager
GlobalReach Foundation

Dear Hiring Manager,

I am writing to express my sincere interest in the Program Officer - Social Impact position at GlobalReach Foundation. With a Master of Arts in International Development and eight years of dedicated experience working within the NGO sector, I have cultivated a strong commitment to driving meaningful social change through effective program implementation and community engagement.

Throughout my career, I have honed my skills in community engagement and monitoring, ensuring that programs not only meet their objectives but also empower the communities they serve. I am deeply passionate about creating sustainable development outcomes and contributing to the betterment of society, which aligns perfectly with the mission and vision of GlobalReach Foundation.

I am eager to bring my.....

Sincerely,

ALICE JOHNSON