

****HHS Application Personal Statement Template****

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

[Date]

****[Recipient's Name]****

****[Department/Organization Name]****

****[Address]****

****[City, State, ZIP Code]****

Dear [Recipient's Name or "Admissions Committee"],

I am writing to express my interest in [specific program or position] at [organization name]. My passion for [field/topic] and my background in [relevant experience or education] have prepared me to contribute meaningfully to [organization or program's goals].

Throughout my academic and professional journey, I have demonstrated my commitment to [specific values or skills relevant to the field]. For instance, [provide a specific example of an experience, project, or accomplishment that illustrates your qualifications]. This experience not only strengthened my skills in [relevant skills], but also deepened my understanding of [related topic or issue].

In addition to my technical skills, I possess [mention personal qualities or soft skills] that I believe are essential in [specific field or environment]. [Provide an example of how you have applied these qualities in a relevant situation].

I am particularly drawn to [mention specific aspects of the program or organization], as I believe they align well with my goals of [describe personal and professional aspirations]. I am eager to engage with [team, community, or resource] to further develop my [skills or knowledge] and contribute to [specific initiative or objective].

Thank you for considering my application. I am looking forward to the opportunity to discuss how my background, skills, and enthusiasm align with the goals of [organization name].

Sincerely,

[Your Name]