

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email Address]
[Your Phone Number]
[Date]

[Employer's Name]
[Organization's Name]
[Organization's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position title] at [Organization's Name] as advertised on [where you found the position]. With a solid background in global health and [relevant experience], I am excited about the opportunity to contribute to your mission of [organization's mission or goal].

****Introduction:****

- Briefly introduce yourself and your relevant qualifications.
- Mention how you found out about the position.

****Body Paragraph 1: Relevant Experience****

- Highlight your most relevant experience related to global health.
- Provide specific examples of past roles, responsibilities, and achievements.
- Explain how this experience prepares you for the position at the NGO.

****Body Paragraph 2: Skills and Knowledge****

- Describe specific skills that match the job requirements (e.g., research, project management, community engagement).
- Mention any relevant education or training (e.g., degree in Public Health, certifications).
- Discuss your knowledge of current global health issues and trends.

****Body Paragraph 3: Commitment to the Mission****

- Share your passion for global health and commitment to the NGO's mission.
- Explain why you are specifically interested in working with this organization.
- Mention any volunteer work or projects that align with the organization's goals.

****Conclusion:****

- Summarize your qualifications and express your enthusiasm for the position.
- Thank the employer for considering your application.
- Indicate your desire for an interview to discuss how you can contribute to [Organization's Name].

Sincerely,
[Your Name]