

COVER LETTER WRITING

Sample Cover Letter: Sociology

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Attn: Amanda Jain, Manager, Policies & Programs
Hunger No More
101 Ontario Street, Suite 2A
Toronto, ON M6H 3B6

RE: Position of Outreach & Engagement Coordinator, Job #222

Dear Ms. Jain,

Naomi Ichikawa, my mentor and former supervisor from the YMCA of Greater Toronto, recommended that I contact you as she thought my passion for social justice and international development, solid research skills, along with my experience in event planning would make an invaluable contribution to the ongoing work of the Policies & Programs team at Hunger No More.

As the Facilitator/Event Coordinator for the Latin American Student Association at York University, I have been frequently commended by executive members and partner agencies for my skills in developing effective community outreach/fundraising campaigns and organizing events which motivate students across campus to become actively engaged in international development initiatives. Last year, through my effective networking and event coordination efforts, our Winter 2016 Outreach Drive saw a 31% increase in donations and a 42% increase in student participation compared to the year before.

Through my undergraduate studies in Sociology, I have gained extensive experience in conducting quantitative and qualitative research on international development issues, particularly in relation to Africa. Last semester, I did a comprehensive literature review of the local and foreign policy responses to the HIV/AIDS crisis in Botswana, and analyzed the impact of systemic prejudices on the scope and rate of response from government and other aid organizations. I am currently working on a major research paper comparing the policies and programs aimed at addressing poverty and food security in the five African countries with the lowest GDP per capita. I hope to bring my passion for social policy research and knowledge of African development issues to the research work that the Outreach & Engagement Coordinator will be overseeing.

I would be delighted to meet with you to learn more about the role of Outreach & Engagement Coordinator, and to discuss how I can support Hunger No More's policy research and community development initiatives aimed at promoting the health, well-being and dignity of citizens in Africa.

Best regards,

Emmie Lakotia