



Cover Letter SAMPLE:

1234 Travis Drive
Jacksonville, FL 32224

April 19, 2018

Ms. Janet Osgood
Executive Director
Healthy Teens, Inc.
1234 Jacksonville Avenue
Jacksonville, FL 32224

Dear Ms. Osgood:

I am writing to apply for the Program Coordinator position with Healthy Teens, as advertised on your website posting last week. I will graduate from the University of North Florida on April 27, 2018 with a Bachelor of Science Degree in Health and a concentration in Public Health. My previous experience in non-profit organizations and working with youth will meet the needs of your program and I am excited by the possibility of joining the Healthy Teens team.

I currently serve as a volunteer with Youth Connections. As part of this experience, I have had the opportunity to work with a team to develop a mentoring program. This initiative featured a unique, hands-on approach to creating a healthy environment for youth based on behavioral modification. I have also been involved with various local health programs, ~~working with~~ ~~various~~ ~~local~~ ~~health~~ ~~programs~~, ~~and~~ ~~associated~~ ~~resources~~ ~~for~~ ~~treatment~~ ~~and~~ ~~support~~. ~~I~~ ~~have~~ ~~also~~ ~~been~~ ~~involved~~ ~~with~~ ~~various~~ ~~local~~ ~~health~~ ~~programs~~, ~~and~~ ~~associated~~ ~~resources~~ ~~for~~ ~~treatment~~ ~~and~~ ~~support~~. In addition, my experience working on two public relations campaigns allowed me the opportunity to create various marketing and promotional materials. I believe that my passion for helping others within my community combined with my education and experience, will make me a valuable asset to your team.

Enclosed is a copy of my resume for your review. I would greatly appreciate the opportunity to meet with you and discuss this opportunity further. I can be reached at 904-123-4567 after 3:00 p.m. or via email at sosprey@gmail.com. Thank you for your consideration. I look forward to speaking with you soon.

Warm Regards,

Suzanne Osprey

Enclosure: Resume

Thank you Letter SAMPLE:

7654 Tallulah Parkway
Jacksonville, FL 32224

May 4, 2018

Ms. Kelly Storm
Executive Director
Crosshaven Foundation
889 Gladys Drive
Jacksonville, FL 32224

Dear Ms. Storm:

Thank you for the opportunity to speak with you earlier today. Our meeting has solidified my interest in working as a Care Coordinator for Crosshaven Foundation.

I was very impressed with your company and the support you provide to the community. I am confident that my previous experiences in non-profits and administration will allow me to serve your clients effectively. In addition, I value providing quality services that allow clients to form a trusting relationship with the company.

Again, I appreciate your time and consideration. Should you have further questions, please feel free to contact me. I look forward to hearing from you soon.

Warm Regards,

Janice Parker

- § Send an email thank you letter within 24 hours of meeting with a professional.
 - f* The format will exclude the contact information provided before the salutation.
- § You may also follow the email with a letter sent in the postal mail, written in the business format provided here.

Letter of Decline for Job O

