**JANE SMITH**  
Project Support Officer | Junior Project Manager | Project Coordinator

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15th of December 2022

Dear Todd Owens,

I am a recent graduate of several Project Management qualifications as well as a degree in Fine Arts looking to start my Project Management career in an environment where I can contribute toward a world where everyone can lead a healthy and productive life, regardless of gender, age and ethnicity.

The Bill & Melinda Gates Foundation has a reputation that precedes itself in that they are a progressive organisation, consistently improving the health and wellbeing of individuals who are unable to do so independently. I have personally been impacted and inspired by the trials taking place for sustainable, ‘magic’ seeds! As someone that comes from a farming community, there are few things I am as passionate about as sustainability and reducing world hunger.

My experience in delivering creative solutions, being an excellent team player and providing consistently high levels of client satisfaction make me an excellent candidate for a position at the Foundation. Additionally, I share mutual values of optimism, collaboration, rigor, innovation and inclusion with the Foundation – consequently, I feel I would be an exceptional culture fit for your organisation while contributing toward its goals and objectives.

From my research, I have deduced that your team is inherently compassionate, committed and skilled in different fields. It would be fantastic if we could discuss how my past experience in working with cross-functional teams could expedite the success of the Bill & Melinda Gates Foundation.

I have attached my most recent CV for your perusal. I look forward to speaking with you during an interview.

Please feel free to contact me on +1111 111 111 any time during the day. Alternatively, I will be in touch next week regarding my application.

Thank you for your time and consideration.

Sincerely,   
Jane Smith