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Dear Sir or Madam,

I am extremely interested in the Health Educator for Project ASSIST position that was advertised through the New Hanover County government employment web page. I am a senior at the University of North Carolina at Wilmington and will be graduating this May with a B.A. in sociology and a minor in environmental studies. I hope you will consider me for this position because I have excellent experience with the work that is required and Project ASSIST is a program that I would be proud to work for.

My education and work experience have taught me many skills that relate to this position. I am proficient in writing detailed reports and I have experience with organizing professional presentations. My education has given me the opportunity to refine my program development and evaluation skills, while I am also able to write convincing grant proposals. My experience at Jackson Beverage and WHQR has taught me the importance of creating relations with other businesses. In addition, my experience with marketing and promotions makes me confident that I would be successful at recruiting and creating community awareness programs.

I am excited about this position because I have a great interest in Project ASSIST. I understand that Project ASSIST is a community based program designed to increase public knowledge about tobacco products and related health issues. Deterring potential new smokers and encouraging current smokers to quit is a goal that I strongly believe in and would work hard to achieve.

I know I would be able to excel as a health educator for Project ASSIST and so I hope you will seriously consider me for the position. Please contact me with questions or to further discuss my qualifications.

Sincerely,

Erin Speer