**Edna Okundi**

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**3/27/2022**

**Contact Name**

**Company Name**

**Address**

**City, State Zip**

Dear Sir/Madam,

**RE: PROJECT COORDINATOR/DATA ANALYST.**

I am writing to express my interest in the **[company’s job title]** role at **[company’s name],** which I discovered after meeting **[industry professional’s name]** at **[event name]**. My cumulative experience from **Boston Scientific, TCACI** and **FHI360** make me an excellent fit for this role. The **[mission/value]** of **[company’s name]** appeals to me, as I am seeking an opportunity to apply my experience and grow with an organization that is **[mission/value I chose]**. With my **Project Coordination and Data Analysis** skills and background, I am confident that I will quickly surpass your expectations for this role.

When **[recommender’s name]** recommended that I apply for this role, I was **excited** to apply and learn more.

In my role as **Project Coordination and Data Analysis** at **FHI360**, FEM PrEP Follow Up Project I was tasked with **Data cleaning and validation, Transcription and Translation, work plan development and Implementation, attending stakeholder meetings, Training other partners as well as some accounting documents approvals**. As outlined in the **Project Coordinator’s** job description, I leveraged my background in **Training skills, Data Management,** and **Human Resource skills** during this project. Through **critical thinking** and **teamwork,** the team was able to achieve **85% Data accuracy, meeting the Projects objectives of Truvada efficacy.**

In closing, I am **anxious** at the possibility of being involved in **[company name]** as a **Project Coordinator/Data Analyst**. I would jump at the opportunity to meet with you and discuss the value that I can bring to **Project Coordinator/ Data Analyst position** through my **skills mentioned above**. My number is **+1 612-450-1986** and my email is **achiina2005@gmail.com.** I appreciate your consideration and look forward to hearing from you.

Sincerely/Regards,

**Edna Okundi**