KUMARI RENU

BIJPUR PUNARWAS IST RIHANDNAGAR

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Dear [Hiring Manager's Name],

## I am writing to express my interest in the Project Assistant-District Operations position at UNDP, as advertised. With a solid background in rural development, social work, and community engagement, I am confident in my ability to contribute effectively to your organization's objectives.

In my current role as a Block Mission Manager - Livelihood Farm at Uttar Pradesh State Rural Livelihood Mission (UPSRLM), I have gained valuable experience in mobilizing and supporting rural communities to establish self-managed Self-Help Groups (SHGs) and livelihood collectives. My responsibilities have honed my skills in stakeholder management, program implementation, and capacity building, enabling me to effectively address challenges and overcome obstacles in pursuit of poverty alleviation and social empowerment.

Prior to my current role, I served as an Aasha Sangini Mentor at Indla Health Action Trust (IHAT) in Uttar Pradesh, where I utilized program science principles to optimize and scale public health programs in collaboration with governments and communities. This experience provided me with a deep understanding of social dynamics, community health issues, and the importance of effective communication and relationship management in driving positive outcomes.My educational background includes a Master's degree in Social Work (MSW) and a Bachelor's degree in Arts (B.A.) from Mahatma Gandhi Kashi Vidyapith University. Additionally, I have completed training in CCC Basic Fundamentals of Computer, further enhancing my skill set to contribute effectively in today's digital landscape.I am particularly drawn to [Company Name]'s commitment to [mention any specific initiatives, values, or projects of the company here]. I am eager to leverage my skills and experiences to support [Company Name]'s mission and make meaningful contributions to the organization's success.

Thank you for considering my application. I am excited about the opportunity to discuss how my background, skills, and passion align with the needs of [Company Name]. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number] or via email at [Your Email Address].

Warm regards,

KUMARI RENU