

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Committee Chair Name]  
[Title]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

**RE: EXECUTIVE DIRECTOR APPLICATION - [ORGANIZATION NAME]**

Dear [Name of Search Committee Chair or Board President], [Introductory Paragraph: Express formal interest in the Executive Director role. Briefly mention your years of experience in global health leadership and your alignment with the organization's specific mission, such as infectious disease, maternal health, or health equity.] [Strategic Leadership Paragraph: Describe your experience managing large-scale international programs. Highlight your ability to scale operations, manage multi-million dollar budgets, and navigate complex regulatory environments across different countries.] [Fundraising and Partnerships Paragraph: Detail your track record with major institutional donors (e.g., USAID, WHO, Gates Foundation) and private philanthropy. Mention your experience in building cross-sector alliances with governments, NGOs, and local communities.] [Organizational Culture Paragraph: Discuss your approach to leading diverse, multidisciplinary teams in remote or international settings. Emphasize your commitment to ethical global health practices and sustainable, community-led impact.] [Closing Paragraph: Reiterate your enthusiasm for the mission of [Organization Name]. State your readiness to discuss how your vision aligns with the board's strategic goals.] Sincerely,

[Signature Image if Digital]  
[Your Printed Name]