Kidist Gebreamlak

1234 Greenridge Ln. Burnsville, MN 12345 **|** (123) 456-7890 **|** Kidist@yoohoo.com

TO WHOM IT MAY CONCERN:

I am an effective, experienced, leader and CEO specializing in domestic and international nonprofit program implementation, oversight and growth. As an Ethiopian native who speaks English, Amharic and Tigrigna, with extensive experience and connections in sub-Saharan Africa, I create innovative programming and strong partnerships to drive growth and reduce costs.

I specialize in designing and overseeing STEM-based initiatives requiring diverse cultural, social, economic and political knowledgeability. I implement and expand programs from the ground up, including staff trainings and budget management to create sustainable programs that meet the needs of and add value to local communities.

As a business-minded, empathic leader, I understand the value of strategic partnerships at the governmental and private sector levels. I skillfully use my people skills to build these strong and essential relationships to provide robust resources to the community at minimal organizational costs. I also am acutely aware of the types of challenges that can arise during program implementation, and accordingly adapt, pivot and creatively problem solve to keep a project moving forward and growing.

My vast experience in the nonprofit sector and in leadership positions makes me an invaluable asset to organizations looking to start, sustain and grow impactful initiatives. Specifically, I believe that {insert name of company)’s (insert name of program) would greatly benefit from my expertise in program design, implementation and optimization, and I look forward to hearing from you.

Sincerely,

Kidist Gebreamlak