To,
Hiring Manager,
Hami Daju Vai
Lalitpur Nepal

I am writing to express my interest in the Project Associate position as advertised. With a Bachelor's degree in Social Work from Kadambari Memorial College and over three years of professional experience in project management and community engagement, I believe I am well-suited for this role.

In my current position as an Executive Board Member at Youth Initiative, Nepal, I have successfully coordinated various programs aimed at empowering youth and fostering civic engagement. My responsibilities included planning and executing events, which required effective communication with multiple stakeholders, including schools and local governments. This experience aligns well with the requirements of the position, particularly in coordinating project activities and maintaining consistent communication.

I have also completed internships that provided me with hands-on experience in conducting surveys and facilitating community-based activities. My time at Kathmandu Metropolitan City, where I was recognized as the 'Best Intern' among 31 interns, involved significant documentation and reporting, skills.

Additionally, I possess a comprehensive understanding of gender issues and harmful social norms, which I believe is crucial for this role as a social work student. My fluency in both English and Nepali enables me to communicate effectively with diverse groups.

I am excited about the opportunity to contribute to your organization and help achieve the project's objectives. Thank you for considering my application. I look forward to hear from you.

Sincerely,
Swastika Subedi