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Cover Letter

I have recently become aware that there is a vacancy available in Mogadishu, Somalia for the position of Country Director with UNOPS. I am highly enthused about this particular position, as I have wanted to work with UNOPS for a number of years—indeed, my long history in the Refugee Services sector has been fueled partially by my appreciation for the work conducted by UNOPS. I know that my enthusiasm and experience would be an excellent match for the position of County Director.

Although I have varied interests, my recent work has been some of the most rewarding that I have done. In my current position as Refugee Coordinator with the Tucson International Alliance for Refugees, I provide representation to refugees, and asylum-seekers with permanent residence, naturalization, family re-unification, affirmative, and other immigration benefits. Much of my professional work has been done working with refugees, and it is this area of global development that has fueled my professional passions. I am trilingual, speaking Kiswahili, English, and intermediate Arabic; I have found in my years of working with refugees, it is important to be able to speak someone's language to put them at ease. I believe this cultural sensitivity is one of the strongest traits that I bring into my work; it is my ability and willingness to integrate that makes me able to help the people that I am working with.

In addition to helping refugees, a good portion of my work focuses on other tasks. I have an excellent working knowledge of the legal system and how it pertains to refugees; I also have an excellent understanding of administrative work that is necessary to maintain an office space. These are important abilities that I have gained through my many years of work in the

industry; nearly all of my work experience has led me toward Refugee Services, but I have a number of ancillary abilities as well. In 2012, I received my Computer Software Applications Assistant certification because I felt that it was absolutely necessary to be well versed in the many different programs that are used on a day-to-day basis.

My history has provided me with a unique ability to determine priorities, communicate effectively, and provide strong leadership; it is these qualities that suggest that I would have immense success in this particular position. I have a long history of experience in social services, community organization and management; I can work with anyone, regardless of nationality or cultural origin. In addition, I believe strongly in advocacy work. It is because of this belief that I do advocacy work at all. I find this type of work extremely rewarding, and I am in full support of the dreams and vision of UNOPS as an organization.

Creativity, enthusiasm, and drive are three qualities that have defined my work in the social services industry for the past decade. Moving forward, I am looking for a new challenge; the opportunity offered as Country Director is the very thing that I have been looking for. I am growing in my career, and I hope to move forward with UNOPS. I'd like to thank you very much for your time and attention, and I would love the opportunity to meet with you about a potential match for this position. I look forward to hearing from you!

[Client Name]