Cover Letter

Folad Big Rahimi
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To ( ) office
Job Title] ( )
Organization Name ( )
Company/Organization Address ( )

Dear Sir & Madam

RE: Application for the Position of …………

I am writing to express my strong interest in the position of Community Mobilizer at [Company/Organization Name], as advertised [mention where you found the job posting or how you learned about the opportunity]. With my experience in community engagement, passion for social impact, and dedication to empowering vulnerable populations, I am confident in my ability to make a meaningful contribution to your organization's mission.

In my previous role as a Community Mobilizer at [Previous Organization], I successfully designed and implemented community-based initiatives, mobilizing and engaging community members to address their needs and priorities. I have a proven track record of conducting comprehensive community assessments, facilitating participatory workshops, and fostering collaborations with local stakeholders to drive positive change.

I possess a deep understanding of community development principles and participatory approaches, which have enabled me to effectively identify and address the unique challenges faced by marginalized communities. Through my experience, I have honed my skills in conducting needs assessments, developing tailored interventions, and monitoring project progress to ensure measurable impact.

Additionally, my strong interpersonal skills and ability to build rapport with diverse communities have been instrumental in facilitating open dialogue, promoting inclusivity, and encouraging community members to actively participate in decision-making processes. I am adept at leveraging my communication skills to advocate for the rights and needs of community members to relevant authorities and key stakeholders.

I am excited about the opportunity to contribute my skills and expertise to [Company/Organization Name] and its mission to create positive social change. I am confident that my passion for community mobilization, coupled with my strong organizational skills and ability to work effectively in a team, make me a valuable asset to your organization.

Thank you for considering my application. I have attached my CV for your review, which provides further details on my qualifications and experiences. I would welcome the opportunity to discuss how my skills align with the requirements of the position in more detail. I look forward to the possibility of contributing to [Company/Organization Name]'s impactful work.

Thank you for your time and consideration.

Sincerely,

Folad Big Rahim

***Folad Big Rahimi***

Phone: 0701960024/0745571154

Address: Faizabad, Badakhshan, Afghanistan

Curriculum Vitae

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**PERSONAL INFORMATION:**

First Name: Folad Big

Last name: Rahimi

Father’s Name: Rahim Big

Date of Birth: 1998

Nationality: Afghan

Gender: male

Marital Status: single

e-mail foladbigrahimi@gmail.com

**OBJECTIVE:**

Highly motivated and experienced Community Mobilizer seeking a position with an international INGO to utilize my strong interpersonal skills, community engagement expertise, and passion for making a positive impact on vulnerable populations.

**WORK EXPERIENCE:**

Worked as volunteer community mobilizer with SADAT ENGO for 3 Month.

Duties: Assisted in organizing community events and fundraisers to support various causes

Conducted outreach activities to raise awareness about social issues and engage community members

Collaborated with team members to develop and implement community-based projects

Provided support in data collection and analysis for project evaluation

Worked with election commission as field employee for 4 months.

Duties: Conducting Field Operations: Perform various field activities related to electoral processes, including voter registration, voter education, and voter outreach programs.

Voter Registration: Assist eligible individuals in completing voter registration forms, verify their eligibility, and ensure accurate and up-to-date voter registration records.

Voter Education: Conduct educational campaigns and activities to raise awareness about the electoral process, voting rights, and voting procedures. Provide information on candidates, ballot measures, and voting locations.

Voter Outreach: Engage with communities, organizations, and stakeholders to promote voter participation. Coordinate and participate in community events, workshops, and public forums to encourage voter registration and civic engagement.

Polling Station Management: Assist in the setup and management of polling stations during elections. Ensure compliance with electoral guidelines, maintain order, and address any issues or concerns that may arise.

Election Monitoring: Monitor the electoral process, including voter registration, campaigning, and polling activities, to ensure fairness, transparency, and adherence to electoral laws and regulations.

Data Collection and Reporting: Collect and compile data related to voter registration, turnout, and other relevant metrics. Prepare reports on field activities, voter feedback, and any irregularities observed during the electoral process.

Collaboration and Liaison: Collaborate with other Election Commission staff, government agencies, political parties, and community organizations to coordinate and facilitate electoral activities. Maintain effective communication and positive working relationships.

Training and Capacity Building: Attend training sessions provided by the Election Commission to enhance knowledge of electoral processes, procedures, and regulations. Assist in training temporary staff, volunteers, and polling station officials.

Compliance and Security: Ensure compliance with all legal and security protocols related to the electoral process. Safeguard sensitive voter information and maintain confidentiality

**EDUCATIONAL BACKGROUND:**

1: Date : 2019-2023

Graduated from English Department Faculty of Literature and Humanities from Badakhshan university qualification: Certification

2 Date: from 2005- 2017

Graduated from Jamarch High School

Qualification High school

3 Date: 2018

Name of institution Sabah Academic and cultural Center

Qualification appreciation Letter

4: Name of institution Kateeb Educational Academy

Qualification computer Certificate

5:Date 2/1/2023-4/5/2023

Name of institution Mojiza Educational academy

Qualification Computer Certification

6: Date 3/10/2022

Name of institution Bashiri

 Qualification English Certification

7: Date

Name of institution Azerakhsh Nawin Academy center

Qualification Certification.

**Skills.**

Excellent communication and interpersonal skills to establish rapport with diverse community members

Strong understanding of community development principles and participatory approaches

Proven ability to mobilize and organize community members for collective action

Proficient in conducting community needs assessments and developing appropriate interventions

Ability to facilitate workshops, trainings, and meetings to promote community empowerment

Experience in project planning, implementation, and monitoring and evaluation

Proficient in data collection, analysis, and reporting using relevant software

Fluency in [Languages]

**COMPUTER SKILL:**

* MS office
* Adobe Photoshop
* Using of internet and emailing
* Printing and scanning
* Plotting of projects
* Speedy English and Dari typing
* Operating System
* Internet Browsing and Emailing

**LANGUAGE SKILLS:**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Language** | **Reading** | **Writing** | **Speaking** | **Understanding** |
| Dari | Excellent  | Excellent | Excellent | Excellent |
| Pashto | Good | Good | Good | Good |
| English | Excellent  | Excellent | Good  | Good  |

**REFERENCE:**

References:
Available upon request