



Your Name

19 Bayard Street
New Brunswick, NJ 08901
(732) 555-3000
bologna@gmail.com

Date

Ms. Jane Jones
Vice President
XYZ Organization

RE: Director, ZZ Program

Dear Ms. Jones:

I am responding to the position announcement for Director of the ZZ program at XYZ Organization. My combination of experiences and skills match well with what XYZ is seeking for the Director of this initiative. I would like to highlight my qualities and credentials which are most relevant to the position.

I have broad capabilities in the non-profit sector and experience launching impactful initiatives off the ground. Most recently, I served for two years as a manager of a resource center dedicated to improving health care to ethnically diverse populations, and simultaneously, I have volunteered as board member of an entrepreneurial nonprofit that provides information systems, training and education, and consultation to healthcare centers in a wide range of settings.

My previous experience has enabled me to develop a high level of skill and practice in the following areas that are relevant to the Director position:

- Created new and innovative programs, extending from inception of an idea, through preparing and presenting persuasive business plans, to developing and implementing the programs and providing the ongoing support
- Extensive budgeting, financial monitoring, and revenue generation activities of all persuasions, including membership, grants, and corporate sponsorship
- Hands-on creation of successful publicity, promotional, and communications campaigns
- Consistent flair for identifying and recruiting exceptional volunteers, and for contributing to highly productive and team-oriented work environments

I have been able to maneuver the delicate balance between dedication to mission, the need for bold entrepreneurial initiatives, and the necessity to collaborate as a cohesive team, both internally and externally. From your description of this position, my credentials align well with what you are seeking. I'd be happy to speak with you further, or provide additional information that would be helpful in assessing my qualifications. Thank you and I look forward to hearing from you.

Sincerely,

Your Name