

YOUR NAME
Address
City, ST, ZIP

May 19, 200X

Mr. John Smith,
Title
Company
Street Address
City, ST, Zip

Dear Mr. Smith:

Senior level leadership experience and an intimate knowledge of State University, as well as numerous volunteer fundraising and corporate sponsorship commitments, is the experience I bring to the **Director, Development & Sponsorship** position with State University Alumni Association.

Additional skills I offer to further the Association's development goals include:

- Intimate knowledge of the University through undergraduate attendance and participation in its athletic program.
- Exceptional communication and networking skills with various boards, organizations and stakeholder populations.
- Demonstrated strategic planning and implementation resulting in considerable revenue growth and cost cutting.
- Solid vision and experience in building partnerships that create a win-win opportunities.
- Fundraising, sales and marketing skills that result in quantifiable growth.
- Management, P&L, operations, sales and marketing experience at multiple levels of the organization.
- Ability to work independently toward achieving organizational goals, as well as inspire and motivate a team toward goal achievement.

My combination of these demonstrated and transferable skills, coupled with my enthusiasm for supporting State University in achieving and exceeding fundraising through traditional and innovative methods lend well to the requirements of this position. My comfort in identifying and developing individual and corporate giving, as well as corporate sponsorship, can be attributed to the skills I developed not only through various leadership roles, but also through effectively gaining the respect of employees, boards, vendors and community leaders in current and previous employment and community involvement.

I would welcome the opportunity to meet with you to discuss the Director, Development & Sponsorship position and how my skills can best service the position, association and university.

Sincerely,

Your name

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