

760 University Avenue #6
Palm Springs, CA 92521
123-456-7890 • charmainemattthews@kbr.edu

January 01, 2015

Ms. Georgina Paul
Vice President
45067th Street
Los Angeles
CA 90210

Re: Fund Raising Executive for ABC.com

Dear Ms. Paul:

I was so happy when I read that there was a vacancy for the post of fund raising executive for your organization ABC.com in your monthly magazine ABC.

As an eager environmentalist with a flair to make friends easily, I've have been an active supporter of the Green movement in my local neighborhood. I have keenly followed your company and its growth and was instrumental in launching its local charter in my locality. We were able to make our garbage collection systems more effective and also set up a small recycling plant for organic manure that the local residents are using for their plants and gardens.

I am keen to join your team and raise funds for similar initiatives nationwide. I hope that my enthusiasm and interest in working toward a cleaner and greener environment will make me a strong candidate for the position.

The job description said that the person had to have good communication skills, a pleasing personality and ability to network and reach out to people. In my intern programs I have assisted in setting up a Talent bank of individuals willing to donate their time on a need basis for professional services to the less fortunate. This helped me develop my interpersonal skills and I bring all of that to this assignment.

I am comfortable to work independently and know that a fund raising executive needs be a one person led team - both leader and follower. I am ready for this.

I look forward to adding my skills to your organization and look forward to meeting you at the earliest. Please contact me at 1234567890 to schedule an appointment.

Sincerely,

Charmaine Matthews

Enclosure: Resume