James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Development Coordinator Cover Letter

Dear Mr. or Mrs. or Ms. HR Manager,

Having the ultimate wish to work at your notable organization, [mention the name], I am framing this letter to apply for the designation of development coordinator here. I truly believe that I have all the necessary experience, educational qualifications, skills, and knowledge that makes me the most suitable candidate for this role.

Acquiring a [mention the degree] from [mention the name of the educational institution], I further went on to pursue an extra [mention the name of the course], the certificates of which I obtained in the year, [mention it]. I have been a rank holder during my college days and have always made my educators proud of me.

For almost [mention the number of years], I was employed at [mention the name of the organization] as a development coordinator. I drew up a budget for various events, created different marketing campaigns to advertise the organization, planned and handled all the fundraising events, found new donors, and maintained good relationships with the existing donors. I worked with different organizations to secure sponsorships and sponsors. Also, I traveled to reach different clients, as much as I could, for the betterment of the organization.

Whether it's extraordinary communication skills (oral as well as written) or solid knowledge of marketing strategies, top-notch networking skills, or prior experience with event planning, I have all the abilities you can expect. With the help of my determined attitude and tenacious nature, I wish to obtain even more in the near future and make the organization proud to have me in the family.

Please review this letter and give me a chance to be a part of your loved family. I will prove myself to be a valuable asset to the organization.

Thank you,

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]