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: Cover letter for the post of a development coordinator

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

I am writing this letter in response to the ad posted by [mention the name of the organization] at [mention the name of the job portal]. I would like to serve as a development coordinator here. I have all the desired documents and certificates that make me the best candidate for this role I believe.

With the wish to serve at your reputed organization, I have always performed well in academics. In the year [mention it], I received a [mention the degree] from one of the top 10 institutions of the world, [mention it] and after that, I also received an extra [mention the name of the course certificate] from [mention the name of the academic institution], where I got a grade [mention it].

From strong communication abilities (verbal as well as written), good networking abilities, skills to handle multiple projects simultaneously, solid leadership, and excellent people skills, I have acquired all. I plan to obtain even more abilities in the near future and make the organization proud to have me on board.

Prior to my application here, I served at [mention the name of the organization] for around [mention the number of years], and being there, I collaborated with a team to market and advertise fundraising events through the use of social media sites, radio advertisements, and flyers, assisted with creating budgets depending on anticipated fundraising results, developed gift opportunities, helped in writing grant proposals, recognized and solicited new donors and took the initiative to negotiate to fund, coordinating fundraising activities and events from start to finish. Twice I have been able to win the title of [mention it] while my appointment there.

It is my request, kindly review this letter along with my attached resume and let me know if I can meet you for an interview.

Thank you for your time, patience, and consideration.

From

James Brown

[Handwriting signature]

[Mention the contact details]

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