

IMA STUDENT

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Monday, September 16, 2019

Christopher Strong, Human Resources Manager

Not-for-profit Organization ABC
25 W 43rd Street, 19th floor
New York, NY 10036

Attn: Job #11211

Dear Christopher Strong,

As a not for profit organization that has a long standing history in the city of New York, your dedication to offer the highest quality educational programs to the community caught my attention. Your uniquely diverse, ethnic, cultural, and international approach to support the community is aligned with my values surrounding community services. Much like your organization, I believe in the importance of supporting the younger generation to become leaders within their communities to support the expansion of our neighborhoods. This is why I would like to apply to the **Community Organizer** position that is currently available on your organization's website.

During the last 5 years of my career I have worked in not for profit organizations where I have led successful initiatives to increase donor retention. During my last role as a Fundraiser Coordinator, I developed strong leadership skills that allowed me to successfully lead a group of 10 managers to increase the overall yearly donations they received by 5%. I believe that my past experiences have prepared me to support your organization to develop strong relationships with current donors and recruit news ones as to increase your annual funding.

I believe I am a strong leader who can bring your vision to reality.

I look forward to meeting with you during an interview to further discuss how I can support your organization in creating meaningful projects to support the community.

Sincerely,

Ima Student

Ima Student

This is an example and should not be used as your cover letter