**Development Director Cover Letter**

Your name:  
Address:  
Contact details:  
Email Address:

Date: MM/ DD/ YYYY

Employer's name:  
Designation:  
Company's name: Address:

Dear Mr. / Ms. (*Employer's Last Name*),

I am glad and would like to thank you for the job post that you have posted in (*mention the source of the job vacancy*). As to your requirement that you have listed in your advertisement, I believe I rightly match to most of them. I can be a great asset to your organization/ company. A detail of my educational background and experience is given in my resume.

I have ten years of experience working with (mention the name of your previous company or organization). Besides my key role as a developmental director to raise the organization funding support, I also created and implemented the development strategy and plan. I also approached funders and solicited campaigns for major donors. I am capable of leading and managing the company for the overall development efforts. I can train the staff in the fundraising and marketing work. I am good at communicating with people, be it the board of directors or the publications to seek for any financial help. I can meet up to the goal of the organization within the board-approved budget.

I would appreciate if we could meet up and discuss on this more. So, I kindly request you to conduct an interview according to your convenience. I can be reached at (*insert contact details*) or drop me an email at (*mention your email address*).

Thank you so much for your time and considering my letter for the post.

Sincerely,  
Your name: