**Development Director Cover Letter**

Your name:  
Address:  
Contact details:  
Email Address:

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

My friend Mr. (Mention the name of the person) suggested that I contact you for the position of developmental director in your organization. He works in the department (mention the department) as (insert his designation). As I heard there is an opening for the post, I you request to consider me for the post. I have enclosed my resume with this letter for your further attention.

I have been working as a development director for the last five years. In this position, I had to take up several tasks such as contacting prospective clients and follow up with the current market. I made sure all the tasks and operations carried out by the company is cost-effective and within the company's budget. I also made sure everything was carried out properly and completed within the given time-period. I am good at public affairs such as speaking or writing to the donors and can handle staff and press well.

I would be glad if we could meet up for a personal interview and discuss on this more. You can call me at (*insert contact details*) or email me at (*mention your email address*).

I look forward to seeing you soon.

Thank you so much.

Sincerely,  
Your name: