



SAMPLE COVER LETTER: EXECUTIVE DIRECTOR

Month/Day/Year

Addressee, Title
Name of Not-For-Profit
Address
City, State, Zip

Salutation,

With an extraordinary record of serving clients, increasing organizational efficiencies, building and retaining board members and financial competence, it is with great optimism and interest that I submit my resume for [Executive Director/CEO] of [name of not for profit]. Upon review of my resume I believe that you will determine that my experience and legendary successes are precisely what [name of not for profit] requires at this stage in its development.

My strengths are well aligned with the needs of your agency:

- Thorough strategic planning and plan execution
- Expertise in developing and attracting appropriate and competent talent—team building
- Ability to achieve financial solvency and continued financial independence
- Proven methods for program development and growth, agency effectiveness, and success rates.

My years of experience at the helm of not for profit agencies similar to yours provides me with the desirable ability to take charge and hit the ground running with minimal time for 'learning curve' adjustments.

[Name of agency] appears to be perfectly aligned to take advantage of a leader with strong organizational and interpersonal skills—one that is able to integrate receptive changes in order to realize current and future goals, create financial stability, and enhance your reputation in the community.

I look forward to discussing how we as a team would provide the leadership necessary so that [agency name] is well positioned for success in the future. I will be contacting you at the end of next week to see what next steps you would like to take.

Sincerely,

[Your Name Here Under Your Signature]

