**Shannon Smart, MBA**

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Month day, year

Mr. Alain Legault

Assistant Dean, External Relations Office, HEC Montréal

3000 Côte-Sainte-Catherine Road, Montréal, QC HH3T 2A7

Dear Mr. Legault,

Through my MBA at Telfer, I had several opportunities to network with representatives from HEC Montréal, which has convinced me that your organization would be the best place to start this new chapter of my professional journey. I am therefore expressing my interest in the position of Manager of Development within your Office of External Relations. My MBA along with my experience managing large-scale fundraising activities make me an ideal candidate for the job. I have the skills, the knowledge, and most importantly, the dedication and commitment to identify profitable prospects and cultivate lasting donor relationships. I believe I would be a valuable addition to your team, and I have highlighted a few areas in which I feel I am exceptionally qualified.

**Your requirements My qualifications**

* Undergraduate degree Honours Bachelor of Commerce (Marketing),

MBA from the Telfer School of Management

* 5 years of related experience 6 years of professional fundraising experience

and 2 years with an Ottawa-based marketing  
firm.

* Fluently bilingual (French/English) Superior communication skills in English and

French. Have studied and prepared marketing materials in both official languages.

* Proven project management skills Have managed and been commended for my

contribution to multiple projects involving donors, volunteers, and senior officials.

* Effective communication and business skills Taken courses related to active listening and

negotiation tactics. Outstanding analytical and

problem‑solving skills and highly capable of

working under pressure.

I have been recognized as both a leader and a collaborative team player on several occasions and pride myself on my sound judgment and ability to motivate and persuade others. I would be thrilled to bring the same passion and dedication to the External Relations Office. Please find enclosed my resumé which will provide you with additional information related to my strengths and achievements.

I look forward to meeting with you to further discuss my suitability for this position. Please feel free to contact me at [smart@uottawa.ca](mailto:smart@uottawa.ca) should you have any questions. Thank you in advance for your consideration.

Sincerely,

Shannon Smart

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