

Shannon Smart, MBA

100 Laurier Street, Ottawa, Ontario, K1A 0A1 ∞ 613-123-4567 ∞ miller@uottawa.ca

Month day, year

Mr. Alain Legault
Assistant Dean
External Relations Office
HEC Montréal
3000 Côte-Sainte-Catherine Road
Montréal, QC H3T 2A7

Dear Mr. Legault:

I am writing to express my interest in the Manager of Development position within your Office of External Relations. My MBA along with my experience managing 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

- Undergraduate degree
- 5 years of related experience
- Fluently bilingual (French/English)
- Proven project management skills
- Effective communication and business skills

My Qualifications

- Honours Bachelor of Commerce with an option in Marketing, MBA from the Telfer School of Management.
- 6 years of professional fundraising experience and 2 years with an Ottawa-based marketing firm.
- Superior communication skills in English and French. Have studied in both official languages.
- Have managed and been commended for my contribution to multiple projects involving donors, volunteers, and senior officials.
- 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 a number of occasions and pride myself on my sound judgment and ability to motivate and persuade others. 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 should you have any questions. Thank you in advance for your consideration.

Sincerely,
Shannon Smart
Encl.