



Sample Letter to a Recruiter

Date

Name, Title

Company

Address

City, State, Zip

Salutation,

If you have a client seeking a person with exceptional development skills, I'd like to make a case for myself. In the past few years, I've held positions in the private health care field and have raised millions of dollars for rural healthcare foundations, while working with the limited resources of a small development office.

The hospital I work for is in the process of merging with a metropolitan giant, and therefore it seemed appropriate for me to seek a position elsewhere.

Of particular interest to your client not-for-profit agencies:

- Networking skills are unsurpassed: I find it essential to integrate myself within the community in order to be effective in development.
- Database mining skills: Over fifty percent of the "large gifts" we received came from individuals and families from these resources.
- Marketing and Special Event skills: I am well versed and experienced in planning and presenting the 'public face' of local health care in order to thank and ingratiate our current and prospective donors.
- Communication Skills: My ability to match and present areas of interest to prospective donors is unsurpassed. While the time varies as to how long it takes for a donation to be finalized, I have yet to be rebuffed after making initial contact.

I am particularly interested in employment in the New England area, more specifically southeastern Massachusetts. My salary requirements are negotiable, but I seek a range of \$55,000-\$70,000 plus benefits. I am seeking the position of Director of Development, Fundraising Director, or Director of Advancement. I wish to be placed in a not-for-profit or educational environment.

Thank you for your consideration. I will contact you the end of next week to arrange a meeting so you can determine the value I bring to your clients. Should you wish to call me before then, call [xxx-xxx-xxxx].

Sincerely,