**Robert Smith**

**Board Member**

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This letter is regarding my interest in applying for the post of a Board member at [XXXYYYY organization]. I am currently having …… years of work experience at the same designation in [XXXXYYY organization] that matches well with the requirements needed for this position.

With a strong network of professional educational qualifications and relevant work experience, I promise you to deliver the best results in your organization.

This role helped me understand various procedures and guidelines surrounding the field like

* Management and governance.
* Excellent written and commanding skills.
* Leadership and motivation.
* Taking the highest level of management decisions.
* Communication with the staff.
* Problem-solving situations.
* Maintaining an energetic environment in the workspace.
* Insisting the highest standards that will add to the overall profit of the company.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

1737 Marshville Road, Alabama, (123)-456-7899, info@qwikresume.com, www.qwikresume.com

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