

[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],

I am writing this job application to express my delight in the position of Community Organizer at [company name xxx]. With my 6 years of experience developing relationships and supervising community outreach, I am sure that my skills and knowledge would contribute to the success of your esteemed organization.

I strive to consistently demonstrate an unwavering commitment to improving the overall organizational performance and accomplishing the objective. My responsibilities at my current firm are:

* Mentor new employees and allocate tasks.
* Formulate action plans to encourage social changes in the community.
* Educate the workforce on the importance of fundraising.
* Devise creative and innovative plans to reach out to the donors.
* Build a strong relationship with media and officials.

I am confident that with my proven faculty to communicate, process data, and lead a team of professionals; I would prove to be an invaluable asset of your esteemed firm. The enclosed resume would provide you a run-through of my qualification, work experience, and career achievements. I am hoping to meet you soon and further discuss my skills and accomplishments.

Sincerely,

[Your Name]

**Robert Smith**

**Community Organizer**