**Robert Smith**

**Community Relations Director**

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

[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],

With this application's help, I want to put forward my interest in the role of Community Relations Director. As a skilled and seasoned leader at the current organization, I possess a positive public image to maximize the fundraising for your organization.

Here is presenting my key responsibility areas that are aligned with your job requirement:

* I strive to improve the operations process.
* Strategic planning to project the company's positive image to the local community and media.
* Oversee events and campaigns to bring funds to the organization.
* Devising unique fundraising techniques.
* Spotting potential donors.
* Building social campaigns.

With my capability to multitask and achieve the ultimate goal of increased annual capital for the company, I am confident of proving as a beneficial asset for the organization. Thank you for taking out your time to consider my application. You can review my academic background and employment history in the attached resume. I am hoping to have a further discussion on my candidature.

Sincerely,

[Your Name]