**Robert Smith**

***Contact details***

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**Fundraising Coordinator**

[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 Fundraising Coordinator at [XXX Organization]. I have comprehensive experience in performing and coordinating fundraising activities and my qualifications and work experience align perfectly with the expertise you are seeking in your Organization. I believe my experience and skills match the requirement you are seeking at your Organization.

[XXX Organization] is a non-profit institution dedicated to advocating the need for Healthcare for all citizens through a shared point of view. Their goals are well aligned to their vision of touching more lives and relieve the suffering of the patients and their family members who are not able to pay their hospital bills. I would be honored to put my expertise into raising funds for this NPO and work for the benefit of society as a whole.

I have been working as the Deputy Fundraising Coordinator of [YYY Institution] for the past seven years. I perform the following functions at my current place of work:

* Manage and monitor medium to large-scale fundraising and charity accounts.
* Secure new accounts for the purpose of consumer engagement depending on the donor
* Facilitate and develop all forms of communications between the client and the institution
* Educate the clients, donors, and charity workers about the purpose of the fundraising programs and the services offered.

From my current experience, I have acquired strong supervisory skills and also how to prioritize tasks. I can handle several tasks and ensure that the assigned work is done at the right time. My experience of working in a fundraising environment aligns well with your requirements.

Thank you for your time and consideration.

Sincerely,

[Your Name]



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