

Date

Employer Name

Address

Dear Search Committee:

I was alerted to the opening for (X) by (reference) and having reviewed the key responsibilities, qualifications and leadership characteristics, I am thrilled to submit my formal application for the position. Having spent the past eight years in leadership roles at (Company Name), I have gained valuable experience creating and executing strategic plans, building relationships with internal and external partners, leading membership growth and development, and managing budgets of up to \$.5M, all of which are important to the role.

In my current role as the VP of Small Business & Member Services at (Company Name), I serve as a member of the Executive Committee charged with developing and implementing the strategic direction of the organization. In this role I have built strategic partnerships with colleagues in Economic Development and Government Affairs in order to launch programs that further the mission of (Company Name) including a successful talent initiative aimed at identifying and attracting professionals to the Triangle area.

Building partnerships and alliances with internal teams and volunteers has been the key to my success at (Company Name). In my current role, being able to identify and engage a diverse group of Board Members has been instrumental in aligning business services with member needs and in my previous role as Member Services Manager, I successfully led six working committees overseeing the development of strategic vision and budgets. I was also able to make connections to a wide range of organizations to secure event sponsorships and engage local colleges and universities.

My focus at (Company Name) has always been on membership growth and development. Within my first year of starting as Member Services Manager, I identified an opportunity to expand upon a suite of successful programs aimed at Executive Women and launched a new program for working mothers that reached a new audience and has since added \$120K in revenue. And in my current position, I developed a strategic plan to re-engage existing members and partners which has led to an increase in member engagement as well as additional long-term sponsorship opportunities.

In addition to the experience above, I am extremely comfortable serving as a spokesperson for (Company Name) and have done so often at community events, city council meetings and public hearings. I have also consistently met or exceeding revenue goals by as much as \$100K each year for the past five years. I am very excited about the opportunity to serve as (X) and would welcome the opportunity to talk with you further about my skills and qualifications.

Thank you for your time and consideration,

Name