

Kacey Mickelson

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Current date, 2010

Mr. Jay Zoble
Human Resources Director
XYZ Company
1000 W. Z Street
Marshall, MN 56258

Dear Jay Zoble,

I have read and researched XYZ Company on your website and am writing to inquire about the fulltime director of development position. My interest in your organization was sparked through my Leadership and Management of Non-profit class. This class revealed to me how much your fundraising efforts impact the Southwest Minnesota area. Without your organization, senior's lives would not be enriched, children and youth would not have nurturing programs, and families would not be as strong. I want to be a part of an organization's whose mission is to serve community needs.

I am a senior and will graduate this May with a business management degree from Southwest Minnesota State University. As an intern this summer at the University's Foundation Office, I worked with a development director and learned how to research and evaluate prospective donors. I have also applied and strengthened my customer service, computer, and communication skills through my work at the Foundation.

In my Leadership and Management class, my service learning group planned, publicized, and successfully fundraised \$350 for formula. Along with fundraising, we were required to recruit and manage volunteers and plan programs for the children's activities. Through my work as a senator on the Student Association I served as chairperson of multiple committees, and I am currently serving as president of the Business Club. These experiences have strengthened my teamwork, interpersonal, leadership, public speaking, and event planning skills. I would be excited to bring these assets to XYZ Company.

May I take this opportunity to speak with you about the employment possibilities with your organization? I will call you the week of March 2 to discuss this further. If you should wish to reach me before that time, please call (507) 636-9852 or email me at kjmickelson@yahoo.com. Thank you for considering my request. I will look forward to speaking with you.

Sincerely,

(Your Signature)
Kacey Mickelson