

[Your Full Name]

[Street Address] | [City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name or "Search Committee"], I am writing to express my enthusiastic interest in the Fundraising Event Coordinator position at [Organization Name]. With a proven track record in [Number] years of planning high-impact events and a deep commitment to [Organization's Mission or Cause], I am confident in my ability to elevate your development efforts and exceed your fundraising targets. In my previous role at [Previous Organization], I successfully managed [Type of Events, e.g., annual galas, silent auctions, or community walks] that consistently outperformed financial goals. Notably, I [mention a specific achievement, e.g., increased net revenue by 25% or secured \$50k in new corporate sponsorships]. My expertise lies in seamless end-to-end execution, from initial budgeting and vendor negotiation to donor stewardship and post-event analysis. I am particularly drawn to [Organization Name] because of your recent work in [Specific Program or Initiative]. I possess strong proficiency in [Specific Software, e.g., Raiser's Edge, Salesforce, or Eventbrite] and take pride in my ability to foster lasting relationships with stakeholders, volunteers, and vendors. I am eager to bring my logistical precision and passion for mission-driven work to your team. Thank you for your time and consideration. I look forward to the possibility of discussing how my background in event strategy and donor engagement can support the continued growth of [Organization Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]