



Sample Ad Response Letter to a Not For Profit

Month/Day/Year

Name, Title

Not For Profit/Agency Name

Mailing Address

City, State, Zip

Salutation,

I believe I am the “multi tasking Development Director” you advertised in the [name of advertising source] today. I am eager to demonstrate my hands-on skills as early as the end of this month, or when the position is available. I have the computer and communication skills you specified in the ad, and have exceeded my fundraising goals consistently in the past three years.

I am presently the Director of Development for [name of organization], and it appears that I have the skill set you seek in the job you are advertising, as my current position requires many of the same responsibilities I currently perform.

In addition to the event planning, marketing, direct mail and ‘friend-raising’ skills represented in my resume, I am also a member of the local Philanthropy Giving Council, and have received training in Raiser’s Edge and associative software.

Knowing what a tough economic climate this is for fundraising and development, I am sure you are eager to fill the position. I will call you in a few days to discuss a mutually convenient time for an interview. Or, upon review of my resume, if you believe I am the right candidate for this position, please contact me at [land line phone], or my cell: [cell phone #].

Thank you for your time and consideration.

Sincerely,

[Name Typed Under Signature]