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Woodbridge, MA 29381  
777-838-9999  
jsmith777@gmail.com

October 19, 2013

Mr. Abraham Quintana  
Frugg Foundation for the Arts  
738 Lesley Avenue  
Anytown, MA 59273

Dear Mr. Quintana,

I am delighted to have the chance to apply for the position of development associate. My experience, credentials, and expertise perfectly match your needs. With a B.A. in Business Administration and six years of experience in institutional advancement, I am well positioned to contribute to your organization's growth.

Currently, I work as a development associate for Linden School. My responsibilities include conducting research on prospects, writing grants, producing events, and participating in the development of fundraising strategies. Prior to holding this position, I worked as a development intern for ISA Design for one year.

I enjoy fast-paced environments and thrive under pressure. I am dedicated to excellence in all aspects of my job performance, and have received outstanding evaluations from my superiors for the last six years. My passion is service.

I am familiar with the work of the Frugg Foundation, and admire both your outstanding reputation and your current projects. I believe that my degree and practical experience, along with my devotion to the arts, make me an excellent candidate for this job.

My resumé is enclosed for your review. I look forward to hearing from you. Thank you for your consideration.

Sincerely yours,

Josiah Smith

Naomi Parker 10/21/13 10:11 AM  
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Naomi Parker 10/21/13 10:11 AM  
Comment [1]: The subject is plural, so the verb must be plural.

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Naomi Parker 10/21/13 10:32 AM  
Comment [2]: This language is too colloquial, and does not reflect the level of sophistication that your letter must have in order to persuade a prospective employer of your desirability as a candidate.

Naomi Parker 10/21/13 10:12 AM  
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Naomi Parker 10/21/13 10:14 AM  
Comment [3]: The subject ("my degree and practical experience") is plural.

Naomi Parker 10/21/13 10:32 AM  
Comment [4]: Since you have already used the word "position" twice, consider using the word "job" here.

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