



Sample Cover Letter

Name
Company Address
City, Postal Code Email address

Date

Dear Ms X,

Your position for an X Specialist is exactly what I am looking for and what I have proven experience in. My whole life I have strongly believed in justice and equal chances and opportunities. Growing up, studying, traveling and working around the globe I've experienced that this is not a given for many people. It is in my DNA to contribute to help improve the lives of those who need assistance in this respect. Especially in recent years, working extensively in the field of X, I've seen that my experience and skills can contribute to create positive changes in society.

I am effective in hybrid teams, building bridges, brokering partnerships at high levels and achieving societal development goals. I see the big picture, think conceptually and plan strategically. Over 20 years experience in the non-profit and profit sectors allows me to harness the strengths from both worlds, finding an often creative, common middle ground to achieve societal goals alongside business and governmental goals. I'm a team player and believe strongly in the strength and power of a good team to inspire each other and to make use of each other's strengths.

I have applied the theories I learned in the X degree program in twelve countries and three world regions. The international network I have developed will assist me to be effective in this role for X. I am a native X language speaker, with X fluency alongside functional X, X and X. As a freelance contractor, I understand the principles of entrepreneurship and have myself weighed the benefits of societally responsible business models against a desired return on investment. Please refer to the attached CV for more details of my experience.

I've been in touch recently with X with regard to her research on "X" since I worked on X islands on X project. As a result of this work I attended the "X" conference in X last year and will be attending the upcoming "X" on DATE. It would be wonderful to meet you there if you are also attending.

I am keen to invest my skills and experience to support the X cause as a champion for X. This opportunity is the next step I desire for my career and life. I look forward to the opportunity to discuss it further with you in an interview.

Sincerely,

Name
Street Address City, Postal Code Country
Mobile Number Email Address