

SALLY JONES

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Date

Name of Company

Street Address

City, State, Zip Code

Dear Recruiter:

I am applying for the position of [REDACTED]. Please note my qualifications as they relate to this position:

- **Fundraising Experience:** In my current position as Special Assistant to the Director at the National Council on Educating Black Children, I co-created an Internet radio show with paying sponsors, and the organization realized \$90,000 in profit from the annual conference. In my position as a Principal at Bridging the Generational Divide, I raised \$30,000 in four months as part of an ongoing contract to assist an organization with a membership campaign that has a goal of raising \$50,000 in corporate memberships in a six-month period.
- **Event Management Experience:** I have experience in organizing an annual national convention for thousands of educators, providing comprehensive information for participants to share with students and colleagues at the National Council on Educating Black Children. In that role I solicit, confirm, and coordinate workshop presenters, corporate sponsors, and local volunteers.

Thank you for your time and consideration. I look forward to discussing my qualifications in person.

Sincerely,

Sally Jones