

CHRISTOPHER HEADEN

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Date

Name

Company

Address

City, State Zip

Re: Position Title

Dear Recruiter:

My twelve years experience in public service, municipal strategies, and political programs, as well as my community advocacy abilities make me an excellent candidate for the position of **Position Name**. Throughout my career, my strong educational background (MBA and MPA degrees), communication skills, and practical business knowledge allowed me to be a strong leader in my organizations. For example, as CEO and Executive Director of Durham's Meals on Wheels and as Senior Political Advisor for the City Council of San Antonio, TX, I:

- Achieved the all-time highest fundraising level and exceeding this record within the first four months of the following year
- Managed a daily operational system providing over 100,000 temperature controlled meals annually
- Provided overall organizational leadership and served as the liaison between the organization, its board and committee members, community and government organizations, and the public
- Attained political and municipal agendas by forging alliances with community groups and lobbyists
- Generated public support by delivering speeches, as well as executing and attending events as a surrogate public official

Additionally, I effected strong efficiency increases by designing budget and fundraising plans that increased revenues, program exposure, and volunteer activities, all in the midst of tough economic times. My operational and business skills, combined with my understanding of how to forge strong relationships, were paramount in achieving such success.

My work experience is also a testament to my passion for serving communities. Being an effective advocate, one who not only speaks on behalf of worthy programs but also one who implements and actualizes them, is incredibly fulfilling. Leadership in such situations is a natural byproduct of my enthusiasm and drive to achieve the goals of my organization.

It is this dedication and these abilities that I desire to use to exceed both the internal and public expectations of **organization name**. I would like the chance to prove this to you in an interview. Please contact me at the number listed above or e-mail me to arrange a meeting. Thank you for your consideration, and I look forward to hearing from you.

Sincerely,

Christopher Headen, MBA, CNE
Duke Certified Nonprofit Executive

Encl: resume