

## **Sample 1:**

### **SUBJECT: APPLICATION FOR THE POSITION OF PROGRAM OFFICER**

Dear Sir/Madam/Mr./Mrs./Ms.

By way of responding to your call for applications to the vacant Program Officer position, I do submit my applications here. My possession of a Bachelor's Degree in Sociology combined with my stint as a clerk at the MacDonald fast-food chain makes me feel suited for the role.

You indicated that you want someone who can work for longer hours. Here I am. At the moment, I have no spouse or dependents. It is hence very unlikely that I shall be distracted in any shape or form. This means I will be able to work longer than most others can.

The resume I have attached will give you finer details about my competence and suitability for the role. Skim it to get to know about those two issues. In case of any further issues, kindly let me know.

I am ready and on standby to clarify them.

Faithfully Yours,

(Name)

A Program Officer (programový úředník/administrátor) is an integral part of a foundation or nonprofit organization. It is up to Program Officers to oversee program development, seek grants and proposals, manage projects and oversee budgets. They generally ensure that an organization's activities and programs align with the goals and mission statements of that foundation or nonprofit.

## **Sample 2:**

### **Subject: Communications Director Position - Your Name**

**Dear Hiring Manager,**

I read your job posting for a Communications Director with interest. I am confident that my ten years of experience in communications in both the private and public sector make me an ideal fit for the position.

In my position as Communications Director for XYZ Company, I wrote articles for the company website, managed guest author submissions, and wrote and sent a weekly email newsletter to subscribers. I received consistent praise from the director for my attention to detail and clear, straightforward writing style.

While Assistant Communications Director for Assemblyperson Susan Smith, I researched, drafted and amended legislation, wrote press releases, and was responsible for office communications and correspondence.

I also have extensive experience writing on a freelance basis on labor issues, which, I believe, would be an ideal match for this position. Articles are available for your review at: [URL](#)

Additional writing samples and my resume are attached. If I can provide you with any further information on my background and qualifications, please let me know.

I look forward to hearing from you. Thank you for your consideration.

**Sincerely,**

**Your Name**

**Address**

**City, State Zip Code**

**Email**

**Phone**

**URL**