

Assistant Director, Development Cover Letter

210 Karly Wall North Artshire, WA 25096

Dear Dakota Hartmann,

I am excited to be applying for the position of assistant director, development. Please accept this letter and the attached resume as my interest in this position.

In my previous role, I was responsible for leadership and guidance of the development department to achieve annual fundraising goals through effective planning, communications and implementation.

Please consider my qualifications and experience:

- Good judgment, confidentiality and discretion in communicating with colleagues and constituents
- Knowledge of career development theories and job market trends
- Familiarity with online career management systems
- Demonstrated counseling and advising skills, ideally within a higher education setting
- Demonstrated oral and written communication skills, ideally experience presenting to large groups and adults
- Experience with Department of Defense Leadership initiative preferred
- Knowledge of leadership development best practices and principles
- Knowledge of training theory including needs assessment, instructional design and training methodologies

Thank you for taking your time to review my application.

Sincerely,

Cameron Kassulke