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Sample cover letter for spouse sponsorship canada

When you hear the term "sponsorship letter" – also called a sponsorship proposal – it usually has to do with a request from a nonprofit organization for cash or donations. But whether you run a nonprofit or a for-profit small business, you can still use a sponsorship letter to help rally support for events. As the name implies, a sponsorship letter is basically just a sponsorship request. This letter asks the recipient to provide money or an in-kind donation – probably the latter when sent from a small business – while detailing what sort of incentives are in it for the donating party. This sort of outside-of-the-box soliciting can get a little awkward, so it helps to know when to use a sponsorship letter and get a leg up on effective tactics for writing one. Let's get this out of the way – sponsorship letters aren't an excuse for your small business to go around soliciting money like your own private Kickstarter. But nonprofits and small businesses alike can be involved in organizing events that strengthen the community, including the local business community, and that's where these letters come into play. If your business is heading up a fundraiser for your favorite local animal shelter or national scholarship charity, reaching out to other businesses or organizations via a sponsorship letter can be crucial. Likewise, if you're involved in a community day, local business engagement event or a neighborhood event such as a gala or marathon. If it's for a good cause, a sponsorship letter might just be the key to netting finger foods from the local vegan bakery, rides and a karaoke machine from the party supply company or banners, posters and invites from the printer. Like virtually any good letter, a sponsorship letter includes all the header basics, like your name, company name, address and contact info. Know who the decision-maker in this department is and address your letter to them specifically. Now let's get to the good stuff. First, focus on the event. In addition to logistical details like time and place, hook the reader with a description of how much fun it'll be or how it'll engage the community and exactly what sort of good it will do for its cause, as well as what sort of promotional value it offers for sponsors. If you've already snagged a few sponsors, front-load the letter with their names to help legitimize your cause and build trust (it's OK to name drop in this case). Similarly, use this opportunity to briefly highlight past success you may have had with similar initiatives. Keep it concise – less than a page is ideal – and after you've established the "what" and "why" of your event in an engaging fashion, don't beat around the bush about what you're asking for from the recipient. Do, however, provide the recipient with options, or even ask for suggestions about what they may be able to contribute. This helps them feel like a more integral part of the event and, who knows, they might even surprise you with some stellar ideas of their own. Don't limit your sponsorship requests to just money or products. Local businesses may be willing to contribute in a variety of ways, such as offering volunteers to work your fundraiser, putting up fliers in their place of business or even getting creative, like a local coffee shop naming a limited-time latte in honor of the cause and donating a share of the profits. Many established businesses dedicate a portion of their budget to sponsorship opportunities and the like, but you can make it easier for them by helping them avoid conflicts. Give at least a few months worth of heads-up when sending out your sponsorship letters. If you feel still feel a little lost in the reeds, numerous universities and services such as Fundly or Qgiv offer sponsorship letter templates online – even if they don't fit your company's request to a tee, these sample letters make for solid springboards. An activities director handles all aspects of planning corporate events for employees of a given company. Details include finding a space for an event, along with ordering beverages for guests and finding speakers or entertainment. A cover letter for an activities director's position must show relevant experience in planning relevant corporate events, so the potential employer feels comfortable in hiring a candidate to represent and execute company events. An activities director's cover letter starts by stating the name of the position being applied for. It must match the title provided by the employer, in case he is hiring for several similar titled positions, such as activities director, activities assistant or activities manager, for example. Being accurate with the title increases the evaluation process. The sentence after introducing the position must explain why the candidate is the proper fit, such as having a proven record of organizing successful corporate events. The majority of the cover letter explains why the applicant is the proper fit for the activities position offered by the company. The qualifications include having a set amount of years experience with event planning, expertise in tailoring events to meet the requirements of the company, getting the proper guest speakers or entertainment to maintain the professionalism of a business and planning events within the set budget allotted by the company executives. Address any requirements outlined in the job posting. The last paragraph briefly reminds the potential employer of why the applicant is the right fit for the activities position. The sentence must connect the needs of the company with the experience outlined in the list of qualifications presented in the previous paragraph. An example includes believing in providing useful events for company events that protects the company's reputation. The activities director's cover letter must also close with a call to action, whether it is the potential employer scheduling an interview or the applicant following up with the application evaluation. This last paragraph must provide a phone number or email address, if the applicant encourages the potential employer to contact him regarding an interview. A cover letter for an activities director must be written in a common cover letter format so the potential employer recognizes the applicant's professionalism. The cover letter starts with the name and contact information of the applicant on the top and center of the page. This information must be located in the same place on the accompanying resume. The name and the contact information of the potential employer must be located on the left-hand side above the professional greeting. The greeting must be "Dear" rather than "Hello." The writer of this cover letter works in marketing, so hopefully he's able to market for himself with a strong cover letter! As you'll see below, the applicant uses a list format to present his professional skills and draw direct connections with the job's requirements. Read on to see how the applicant describes his experiences, and then continue on to an analysis of what this sample cover letter does well. Cover Letter Sample for Marketing Manager Position Bran Starkman5 Tree LaneSnowtown, CO 80001 May 1, 2016 Cecily LannisterDirector of MarketingKing Co.10 Landing St.Sunnyvale, CA 94085 Dear Ms. Lannister, I'm writing to express my strong interest in joining King Co.'s team as Marketing Manager, an opportunity I discovered on Monster.com. King Co. takes such an innovative approach to its marketing, and I would love to contribute to its progressive vision. With my five years of experience in marketing management, I have the skills and knowledge to excel in this role. Please allow me to highlight my qualifications as they related to your stated requirements. Your Requirements My Experience Marketing degree, 3 years exp. Obtained my BA in Marketing Communication in 2011 and have three years of experience as an SEO Content Marketing Manager Skilled with content strategy development and implementation Developed and executed SEO strategy that achieved top 3 rankings on Google for key product search terms; led team that expanded unique visitors from 10k/month to 2 million/month in one year Social media guru Maintained editorial calendar across social media platforms; oversaw 30% increase in Facebook and Twitter shares; synchronized social media posts with content publication Professional, personable, and passionate 3 years of successful content team management while maintaining strong interpersonal relationships; devoted to fostering open communication and supporting growth of team members I've attached my resume to flesh out my professional background as Marketing Manager, along with two letters of recommendation. I'm very excited about this opportunity with King Co. and look forward to speaking with you soon. Please don't hesitate to contact me at 508-508-5080 or bran.starkman@gmail.com. Thank you for your consideration. Sincerely, Bran Starkman Bran Starkman508-508-5080 bran.starkman@gmail.com Bran says he's skilled with content; did this skill come through in his cover letter? Marketing Manager Cover Letter: The Breakdown Bran took a bullet point approach to his cover letter, using a list to match the position's stated requirements with his own qualifications in a form that's sometimes referred to as an executive briefing. Visually, this format makes his letter easy to read and understand. He showed an understanding of the position by explicitly listing its requirements, and he provided specific examples of his professional accomplishments with data. Bran's measured approach seems to work well for the position of marketing manager, which also requires a high degree of organization and the use of metrics to measure impact. Bran's cover letter hits the four key features described in our cover letter guide - it's customized to the job at hand, it uses specific examples, it communicates enthusiasm, and it's highly readable. Bran includes his and the hiring manager's contact information at the top, so presumably he's sending his cover letter as a hard copy or Word document attachment. Hopefully, his cover letter will land Bran an interview with King Co. Before you check out more cover letter samples, consider the following important note on format. A Note on Format Before addressing the hiring manager, Bran provided a header with his name and contact information at the top of his cover letter. He also added the date and contact details of Ms. Lannister. This kind of formatting is traditional for cover letters, and it still works well if you're sending your letter by hard copy or as a Word attachment. Many jobs, though, expect you to paste your cover letter in the body of an email or in a text box on their application portal. If you're sending your letter this way, then you can usually leave off these headers. They're more applicable if you can format your letter with a certain look. If you're going the plain text body of email or text box approach, then you can just start right in with the salutation. As you finalize the look of your cover letter, consider how you're sending it, along with any application instructions. Then let that method guide your cover letter's final look! What's Next? Are you ready to read another cover letter? Check out this sample cover letter for the job of Editorial Assistant with a publishing company. Would you like to learn more about cover letters? Our full guide has great tips on writing cover letters, along with five more samples! Are you wondering how to structure your letter? Our cover letter template guides you through the writing process, step by step. Have friends who also need help with test prep? Share this article! Student and Parent Forum Our new student and parent forum, at ExpertHub.PrepScholar.com, allow you to interact with your peers and the PrepScholar staff. See how other students and parents are navigating high school, college, and the college admissions process. Ask questions; get answers. Have any questions about this article or other topics? Ask below and we'll reply! By Ruth Mayhew Updated June 29, 2018 There are subtle differences between application letters and cover letters. However, the terms cover and application are sometimes used interchangeably. An application letter is often intended to stand on its own, whereas a cover letter generally can't be the applicant's only document submitted to express interest in a job opening. Cover letters typically contain a brief introduction. The introduction in a cover letter consists of three to four sentences about the job seeker's work experiences, education, accomplishments and the type of organizations he feels are best suited for his qualifications. On the other hand, an application letter might contain a more extensive introduction simply because this letter serves a purpose that's similar to the resume. Please accept my enclosed application for the position of executive assistant to your Vice President of Operations. I'm pleased to say that my qualifications match your job requirements perfectly. In my current role with Genex Engineering, I handle all of the same duties and much more as executive assistant to the president and CEO for the past four years. My experience, education (bachelor's degree), strong communication skills and ability to manage complex tasks and solve problems makes me an ideal candidate for your position. An application letter generally contains a brief description of the job seeker's work history or professional experience. An application letter often can substitute for a resume and, therefore, requires that the job seeker include specific information about her work history and professional competencies. A cover letter shouldn't contain too much information about the job seeker's work history because it's merely an introduction to the resume. It's acceptable for a cover letter to reference the job seeker's work history in a sentence or two about her current or previous employer; however, it shouldn't contain details about any professional experience. Example of Cover Letter Work History: Prior to working at Genex Engineering, I was executive secretary to the COO at Boomer Industrial Hose Inc. and started my career as a receptionist/secretary for the Sales Manager at Geny Oil Corp. 10 years ago in Texas. No need to add more to your work history in a cover letter as it is thoroughly covered in the accompanying resume. Example of Application Letter Work History: At Genex Engineering, I handle all of the duties required of your position and much more as executive assistant to the president and CEO for the past four years. In addition to providing secretarial and administrative support to the president, I train other secretaries to support other high-level executives and regularly speak at conventions and manage trade shows. My responsibilities also include creating presentations and proposals, arranging travel for all the executives, generating reports and taking responsibility for confidential company documents. I spearheaded modifications in IT that generated increased profitability for Genex and implemented a variety of upgrades in our accounting procedures dramatically cutting costs in that department. After describing your duties in your present position, you would then briefly describe your duties in your two previous junior-intermediate level jobs at Boomer and Geny Oil. A cover letter is a teaser. Its intent is to capture the reader's attention enough to make the recruiter or hiring manager want to review the resume. The cover letter should contain just enough information that it doesn't give away everything about the applicant. An application letter, on the other hand, is a more comprehensive document. It describes the applicant's educational background, certifications and licenses, and in some cases, salary history for job postings that require it. When an employer specifically requires a cover letter and resume, that's what the job seeker should submit. It's relatively rare that an employer will accept an application letter in lieu of a cover letter and resume. The two approaches are different and employers use application letters infrequently when compared to how they use cover letters and resumes. An application letter is more appropriate for unsolicited interest, or when there isn't a job posting. For example, an application letter could be mailed to several employers that aren't advertising specific jobs vacancies as a way to provide a more extensive introduction to prospective employers. A cover letter is almost always used to express interest in employment. An application letter can be used for employment purposes; however, it can also be used for applying for a place in an academic program or an internship program. Employers don't always require a cover letter, but it's always a good idea to use a cover letter. On the other hand, an application letter might be the only requirement sought by schools or employers – with an application letter, it may not always be necessary to include a resume.

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