

# Robert Smith

## Board Member

[Today's Date]

[341 Company Address]

[Company City, State xxxxx]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager's Name],

This letter is regarding my interest in applying for the post of a Board member at [XXXXYYY organization]. I am currently having ..... years of work experience at the same designation in [XXXXYYY organization] that matches well with the requirements needed for this position.

With a strong network of professional educational qualifications and relevant work experience, I promise you to deliver the best results in your organization.

This role helped me understand various procedures and guidelines surrounding the field like

- Management and governance.
- Excellent written and commanding skills.
- Leadership and motivation.
- Taking the highest level of management decisions.
- Communication with the staff.
- Problem-solving situations.
- Maintaining an energetic environment in the workspace.
- Insisting the highest standards that will add to the overall profit of the company.

Given an opportunity, I assure you to give my best to this job and become an asset to your organization.

Looking forward to hearing from you soon.

Sincerely,

[Your Name]

# Sample Board Recruitment Letter

**Liying Dong**



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