**Covering letter example no.1**

[Name and address of organisation applying to]

[Date]

Dear [name],

I am writing to express my interest in becoming a Trustee of [name of organisation]. I believe that my expertise in strategic decision making, facilitation, as well as designing and delivering talent strategy, including succession planning, will enable me to serve your charity effectively.

I have a deep interest in helping individuals to nurture their future selves, which is aligned to your charity’s objectives. This has manifested itself in various ways. Professionally, my consulting work was focused on identifying forces shaping the future of an industry, implications for future organisational and leadership capabilities, and how to build them. Personally, my involvement with [organisation’s name], which focuses on drug-harm prevention with young people demonstrates my interest in building stronger, happier communities. Having previously volunteered for [organisation’s name], I appreciate the impact that initiatives such as [organisation applying to] can have on women’s confidence.

Given my current work in talent, I undoubtedly appreciate the value of mentoring. I have also acted as a mentor in various contexts. For example, I have supported MSc students during a consulting project that forms part of their dissertation. I have also acted as a mentor for early career professionals, supporting them to develop their leadership capability.

In my role as Head of Talent and Performance at [name of organisation], I have been responsible for global approaches to identifying and developing talent in the company’s 26 countries of operation. The approaches developed were rapidly adopted and led to a higher number of internal moves and appointments, driving down costs. The main reason for rapid alignment and implementation was that individuals felt that they were involved at each stage. This is testimony to my ability to bring relevant stakeholders together, build trust, challenge constructively and deliver at pace.

My previous experience spans the full strategy consulting project life cycle, including business development and ongoing client relationship management, which required strong commercial acumen. These projects required me to bring together diverse stakeholder groups together to debate the implications of technological, social and geo-political forces for their organisation.

The breadth of my experience and expertise would serve your organisation well. In turn, I would find the opportunity immensely rewarding, and complementary to my interests.

Yours sincerely,

XXXX

**Covering letter example no.2**

[Name and address of organisation you’re applying to]

[date]

**Application for role of trustee**

**Summary**

An applicant seeking appointment for the trustee position, holding diverse experience in professional roles across multiple industries. Has been involved in charitable projects and volunteering for several years, with a strong desire to take the next step. Holds a deep passion and connection to this cause, support for the elderly, due to personal circumstances detailed below. Has demonstrable knowledge of financial planning, marketing, research, IT and fundraising.

Dear current directors and trustees

I am writing to you to apply for the role of a trustee at [name of organisation]. In this supporting statement, I will summarise my motivation towards this role and why I feel I meet the desired criteria. Please also find attached a copy of my CV.

I’ve been involved with charitable work and volunteering since I was a teenager but have witnessed the desire to serve my community grow stronger over the years. Taking care of the elderly has always been close to my heart, so close that I created the following “cause” statement for myself many years ago;

*Getting older shouldn't mean being lonely, socially outcasted, unfit to do the things you love, or suffering from illnesses like dementia. We must take care of our older people.*

One of the reasons I feel strongly about this topic is that I come from an ethnic background that places a very strong emphasis on family; we take care of our elders, who often reside with us until their final day and we find joy in caring for them. My family isn’t here with me (I’m a migrant) and there is relatively little I am able to do for their wellbeing while I’m distant. However, I take comfort in knowing that there are NGOs full of good people that can provide them with support in my absence. Across borders, I must do my bit to reciprocate.

There is another reason. Your annual directors’ and trustees’ report mentions a rise in those being diagnosed with dementia and thus seeking support. This is a condition I’m familiar with; my grandmother was diagnosed with Alzheimer’s at the age of 65. My father followed suit at a younger age. This is a battle I know I may fight one day. I like to think I’ve planned ahead; in fact, I have a “memory improvement techniques” workshop that I like delivering to old age charities – it gives me immense pleasure.

My last relevant charity work was [name of organisation] where I delivered a workshop and helped them with their website. I also ran a technology class for elderly where I helped them learn the basics of smartphones. Prior to that I did a one-off volunteering session in summer 2017 at [name of organisation] where we played memory games with an elderly group of people. In spring 2017, I volunteered at [name of organisation] by preparing and serving food and drinks at an older people’s lunch club.

I feel I have good knowledge and experience of the desired attributes listed below. Most of this is due to my diverse work experience in multiple industries as mentioned in my CV, but in addition I’ve also held several leadership roles outside work. This included being president of a large society where I led a board of directors, and director of a freehold estate company in London (on-going), which requires maintaining governance of estate affairs, calling an annual AGM and attending quarterly meetings.

I was pleased to learn from your website that you have worked in collaboration with Cass Business School’s Centre for Charity Effectiveness on governance and UCL. I have also had collaboration with both; I completed my MBA from Cass Business School, where I ran two societies and I’ve previously worked with university students on a charity project (development of Math app “Numbugs” for a charity). I value these collaborative relationships and hope to be able to sustain and grow these.

More specifically to the asked criteria,

**Finance/financial planning**

I have worked in financial services since 2011. I am an experienced investor and manage a UK based property portfolio which requires heavy financial planning and strategy. Also, as I work through limited companies I am aware of the process for preparation and submission of annual accounts.

**Marketing**

I have experience in marketing (especially digital) as a result of my recent technology startup, which relied heavily on online marketing and advertising. Also, I’ve previously worked on the rebranding of a charity. I have also designed logos for multiple organisations.

**Research and evaluation**

For 6 months, I was a project manager for[name of organisation] where I led research based start-up feasibility investigation projects. One of these was the idea of a cooking app for people with dementia.

**Information technology**

I have a technical background as I completed a degree in Aeronautical engineering and I’ve worked in IT departments of financial services firms for many years. I’ve previously created and improved websites for charities. I would suggest that the charity’s website may require refurbishment at some point to work at full potential; a professional looking website attracts volunteers & members and echoes credibility during fundraising campaigns. I’ve also noticed that the newsletter hasn’t been updated recently which is an easy to fix item.

**Fundraising**

As a start-up co-founder, I have developed business plans and pitched in front of investors for funding on multiple occasions. While at work, I’ve organised team-building charity events.

I hope my ethnic background and bilingual ability (conversational Hindi/Punjabi/Urdu) may also be of some relevance in understanding the sentiments of some of our audience, for whom a migrant life and English as a second language are a genuine challenge during old age.

Three years ago, I decided to go part-time with my professional day-job in the city to fulfil my passions, of which supporting charities was a major part. Therefore, should I be accepted, I will be able to commit the required time demanded by this role. I would also be keen to contribute my skills and talents where possible in the running of the charity.

I have a genuine passion for this cause and I would like to explore if I can help your charity by taking up a trustee position. If appointed, I strongly feel my skills and experience will allow me to fulfil the responsibilities of a trustee’s role, act in the interest of this charity and display good, independent judgement.

I can be available for an interview on [dates listed].

Kind regards,

XXX

[names and details of references]

**Covering letter example no.3**

I am writing to express my interest in becoming a trustee of [name of organisation].

Your mission to promote healthy, reliable and nurturing relationships resonates with my clinical work as a medic. As a doctor I appreciate that relationships and social interactions can have a substantial impact on health outcomes. I am currently undertaking a masters in Psychiatric Research and have explored the association between dependable social networks and psychological wellbeing.

As a junior doctor, I regularly work within and lead multidisciplinary teams in demanding situations. Effective communication, performing well under pressure and utilising a logical approach are valuable skills that I have developed within the NHS. These skills would be utilised in this trustee role.

I have volunteered consistently since I was 16 years old and I currently volunteer for [name of organisation] as a mentor. In this role I provide university application advice and support to sixth form students from disadvantaged backgrounds. During my undergraduate degree I was involved in outreach programmes encouraging an interest in science amongst minority groups. I am keen to impart the knowledge and skills gained, from years of volunteering, as a trustee.

It is apparent from [name of organisation applying to]’s annual report and discussions with [name of CEO] that the charity is at a pivotal point. As a young professional, I would like to be involved in taking the charity forward to achieve its mission to promote healthy and dependable relationships for all. I have attached my CV and I look forward to hearing from you.

Yours sincerely

XXX

[ENDS]