

How to write an Advisory Board interest cover letter

1. List your contact information

Create a heading on your cover letter and include your full name, address, phone number and email address at the top of your cover letter. A Board can then easily contact you if they're interested in your application.

Use a formal template for your letter and include:

Date
Name, Title
Organization Name
Address
Re: (Application for Advisory Board)

2. Write an opening paragraph

In the opening paragraph, introduce yourself and state why you're interested in the board member position. This is your chance to gain their attention, so include any relevant experience or qualifications that make you a good fit for the position. Highlighting your qualifications gives them a better understanding of your capabilities and what you can offer as a board member.

3. Highlight your relevant experience

In the second paragraph, highlight any relevant experience or skills that would make you a good fit for the board member position. This could include previous board experience, leadership roles, or fundraising experience. Use examples to help illustrate your capabilities and show the board why you would be an asset to their board.

4. Add a closing paragraph

Thank the board for their time and consideration in the closing paragraph. Close with request, such as asking for an interview to discuss your qualifications further or request additional information. Doing this can show you're genuinely interested in the position and eager to move forward.

5. Sign the letter

If you're sending a physical copy of your letter, sign it in ink - this adds a personal touch. If you're sending your letter electronically, you can include your name and contact information at the bottom of the letter. Before your name, add a professional farewell, such as "sincerely" or "regards."

TIPS:

- Be clear and concise
- Keep it professional
- Highlight your experience
- Proofread before sending

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