

****Cover Letter Plan for Non-Profit Roles****

1. **Header**

- Your Name
- Your Address
- City, State, Zip
- Your Email
- Your Phone Number
- Date

2. **Employer's Information**

- Hiring Manager's Name
- Non-Profit Organization's Name
- Organization's Address
- City, State, Zip

3. **Salutation**

- Dear [Hiring Manager's Name],

4. **Introduction**

- Briefly introduce yourself.
- Mention the specific position you are applying for.
- State how you found out about the position.

5. **Passion for Non-Profit Work**

- Explain your passion for the mission of the organization.
- Share a personal connection or experience that drives your interest in non-profit work.

6. **Relevant Experience**

- Highlight your professional background relevant to the non-profit sector.
- Provide specific examples of past achievements or roles that align with the job requirements.
- Emphasize skills such as project management, fundraising, volunteer coordination, etc.

7. **Skills and Qualifications**

- Discuss key skills that make you a strong candidate for the position.
- Mention any relevant certifications, training, or education.

8. **Cultural Fit**

- Describe how your values align with the organization's mission and culture.
- Show enthusiasm for contributing to the team and community.

9. **Closing Statement**

- Express your eagerness to contribute to the organization.
- Mention your desire for an interview to discuss your application further.

10. **Formal Closing**

- Thank the hiring manager for considering your application.
- Use a closing phrase such as "Sincerely" or "Best regards."

11. **Signature**

- Your typed name
- (If sending a hard copy, leave space for handwritten signature)