

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Employer's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the After-School Program Coordinator position at [Organization's Name] as advertised [where you found the job listing]. With a background in education and extensive experience in program development, I am excited about the opportunity to contribute to your mission of supporting children and their families. In my previous role as [Your Previous Job Title] at [Your Previous Organization], I successfully [describe a relevant accomplishment or responsibility, e.g., developed engaging after-school activities, managed a team of staff, etc.]. My ability to [mention specific skills or experiences that are relevant to the job, such as curriculum development, staff training, community involvement] has equipped me with the tools necessary to create a supportive and enriching environment for students. I am particularly drawn to this position at [Organization's Name] because [mention what specifically interests you about the organization or program, e.g., its values, impact in the community, innovative approach]. I am eager to leverage my skills in [mention any relevant skills or experiences] to enhance the quality of the programs offered and foster a positive atmosphere for both students and parents.

Enclosed is my resume, which provides further details about my professional background. I am looking forward to the opportunity to discuss how my experience and vision align with the goals of your after-school program. Thank you for considering my application. I hope to hear from you soon to schedule an interview.

Sincerely,  
[Your Name]