

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email]  
[Your Phone Number]  
[Date]

[Recipient's Name]  
[Organization's Name]  
[Organization's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my interest in the [specific position title] at [Organization's Name] as advertised [where you found the position]. With a background in [Your Field or Major], combined with my passion for [specific area of interest related to the NGO's mission], I am excited about the opportunity to contribute to your team.

I hold a [Your Degree] in [Your Field] from [Your University], where I focused on [specific topics or projects relevant to the position]. During my time at [Your University/Previous Job or Internship], I gained extensive experience in [specific skills or methodologies relevant to the research position], as well as [mention any relevant experiences such as fieldwork, data analysis, or collaboration with NGOs].

My previous role at [Previous Organization/Company] allowed me to [describe relevant tasks or projects], leading to [mention any outcomes or results]. I am particularly proud of [specific achievement or project], which reflects my ability to [skill or quality relevant to the position].

I am drawn to [Organization's Name] because of [specific reason related to their mission, values, or projects]. I admire your commitment to [mention specific projects or values of the NGO], and I am eager to bring my expertise in [mention relevant skills] to support your research initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Organization's Name]. I am available at your convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Warmest regards,  
[Your Name]