

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]
[Date]
[Hiring Manager's Name]
[NGO Name]
[NGO Address]
[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my enthusiasm for the [specific position] at [NGO Name], as advertised [where you found the job listing]. With a passionate commitment to [specific cause or mission of the NGO], combined with extensive experience in advocacy and community engagement, I am excited about the opportunity to contribute to your team.

In my previous role at [Previous Organization], I successfully [specific achievement or responsibility relevant to the position], which honed my ability to build effective coalitions and push for legislative change. My work with [describe relevant project or initiative] not only strengthened my advocacy skills but also deepened my understanding of [specific issue or community need].

What draws me to [NGO Name] is your unwavering dedication to [specific mission or project of the NGO], which resonates deeply with my own values and experiences. I firmly believe that [brief statement about your belief in the cause], and I am eager to bring my [specific skills or qualities] to your team to further amplify these efforts.

I am particularly impressed by [mention any notable project or recent achievement of the NGO], and I would welcome the chance to contribute to such impactful work. I am confident that my background in [specific skills or experiences relevant to the job] will allow me to make a positive impact at [NGO Name].

Thank you for considering my application. I look forward to the opportunity to discuss how my experience and vision align with the goals of [NGO Name]. I am available at your earliest convenience for an interview and can be reached at [Your Phone Number] or [Your Email].

Warm regards,

[Your Name]