

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Organization's Name] as advertised on [where you found the job listing]. With a strong passion for [mission or cause related to the nonprofit], I am eager to contribute my skills and enthusiasm to your team.

I recently graduated from [Your University] with a degree in [Your Degree]. During my studies, I had the opportunity to [briefly describe any relevant coursework, volunteer experience, or internships]. This experience equipped me with a foundational understanding of [relevant skills or knowledge], which I am excited to apply in a practical setting. At [Previous Experience or Volunteer Role], I [describe a relevant task or achievement]. This experience helped me develop my [specific skills related to the job], which I believe would be valuable in the [Position Title] role at [Organization's Name].

I am particularly drawn to [Organization's Name] because [mention something specific about the organization's mission, values, or projects that resonates with you]. I am excited about the possibility of being a part of such an impactful team dedicated to [specific cause or community].

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasm can contribute to the vital work at [Organization's Name].

Sincerely,
[Your Name]