

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

Dear [Hiring Manager's Name],

I am writing to apply for the [specific position title] at [NGO Name] as advertised on [where you found the job posting]. As a recent graduate with a degree in [Your Degree] from [Your University], I am passionate about [mention relevant field or cause], and I am eager to contribute my skills and enthusiasm to your team.

During my studies, I participated in [mention any relevant projects, internships, or volunteer work], which allowed me to develop a strong foundation in [specific skills or knowledge relevant to the NGO's work]. This experience has equipped me with the ability to [mention any relevant skills such as project management, research, communication, etc.].

I am particularly drawn to [NGO Name] because of [specific reason related to the NGO's mission or projects], and I admire your commitment to [mention any relevant initiatives or values]. I believe that my [skills/qualities] align well with the goals of your organization, and I am excited about the opportunity to contribute to your efforts.

I am confident that my background and dedication will enable me to make a meaningful impact at [NGO Name]. I look forward to the opportunity to discuss how I can support your mission further. Thank you for considering my application. I hope to hear from you soon.

Sincerely,
[Your Name]