

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

Dear [Recipient Name],

I am writing to express my interest in the Project Manager position at [NGO Name] as advertised on [where you found the job listing]. With a proven track record in project management and a strong commitment to [NGO's mission or cause], I am excited about the opportunity to contribute to your team.

In my previous role as a Project Coordinator at [Previous Organization], I successfully managed [specific project or initiative], which resulted in [quantifiable outcome or impact]. My experience in [specific skills or areas relevant to the job] has equipped me with the necessary skills to effectively lead projects, engage stakeholders, and drive results.

I possess strong leadership qualities and am adept at fostering collaborative environments among diverse teams. My ability to [mention any relevant skills such as fundraising, budget management, or monitoring and evaluation] has been pivotal in achieving project milestones and enhancing program effectiveness.

I am particularly drawn to this position at [NGO Name] due to [reason related to NGO's mission or projects]. I believe that my background in [specific area related to NGO work] aligns well with your team's goals and I am eager to bring my expertise in project management to enhance your initiatives.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, skills, and enthusiasms can contribute to the impactful work at [NGO Name].

Sincerely,
[Your Name]