

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

[Employer's Name]
[NGO's Name]
[NGO's Address]
[City, State, Zip Code]

Dear [Employer's Name],

I am writing to express my interest in the [specific position] at [NGO's Name] as advertised on [where you found the job listing]. With a degree in [Your Degree] and over [number] years of experience in [specific field related to environmental work], I am excited about the opportunity to contribute to your mission of [NGO's mission or a specific project].

During my time at [Previous Organization/Job], I successfully [describe a relevant achievement or responsibility that relates to the job], which helped to [explain the outcome or impact]. This experience honed my skills in [specific skills related to the position], enabling me to effectively [relevant task or responsibility related to the job].

I am particularly drawn to this position at [NGO's Name] because of your commitment to [specific detail about the NGO's work or values that you admire]. I align with your approach of [mention a specific strategy or project], and I am eager to bring my background in [your expertise related to the role] to support and enhance this initiative.

Moreover, I am proficient in [any relevant tools, software, or methodologies], and I possess excellent [mention any soft skills, like teamwork or communication skills] that I believe are essential for effective collaboration within your team.

I am excited about the possibility of working with [NGO's Name] and contributing to [specific project or goal of the NGO]. Thank you for considering my application. I look forward to the opportunity to discuss how my experiences and vision align with the goals of your organization.

Warm regards,

[Your Name]