

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

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Organization's Name] as advertised on [where you found the job listing]. With a strong background in [relevant field or skill] and a passion for [mission or cause of the organization], I am excited about the opportunity to contribute to your team's efforts in [specific goals or projects of the organization].

In my previous role at [Previous Organization's Name], I successfully [describe a relevant accomplishment or responsibility], which resulted in [positive outcome]. This experience honed my skills in [specific skills related to the job], and reinforced my commitment to [mission or cause relevant to the non-profit].

I am particularly drawn to [Organization's Name] because of [specific reason related to the organization's work or goals]. I believe that my [specific skills or experiences] align well with your needs, and I am eager to bring my expertise in [mention relevant skills] to your team. Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the impactful work at [Organization's Name]. I can be reached at [Your Phone Number] or [Your Email] to schedule a conversation.

Warm regards,

[Your Name]