

# Application for [Position Title]

[Your Name]

[Your Address]

[City, State, Zip]

[Your Email]

[Your Phone Number]

[Date]

[Hiring Manager's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Position Title] position at [Non-Profit Organization's Name] as advertised on [where you found the job listing]. With my background in [relevant experience or field], I am excited about the opportunity to contribute to your organization's mission of [organization's mission statement or goal].

In my previous role at [Your Previous Organization], I [describe a relevant achievement or responsibility]. This experience honed my skills in [mention relevant skills], which I believe align well with the requirements for the [Position Title].

I am particularly drawn to this position because [mention specific reason related to the organization or position]. I admire [specific program, value, or initiative of the organization], and I would be honored to help further these efforts.

Thank you for considering my application. I look forward to discussing how my skills and experiences align with the goals of [Non-Profit Organization's Name]. Please feel free to contact me at [Your Phone Number] or [Your Email] to schedule a conversation.

Sincerely,

[Your Name]