

Cover Letter for Non-Profit Job Opportunity

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Non-Profit Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my interest in the [Job Title] position at [Non-Profit Organization's Name] as advertised on [Where You Found the Job Listing]. With a strong commitment to [relevant cause/mission], and a background in [your relevant experience], I am excited about the opportunity to contribute to your team.

Throughout my career, I have [mention any relevant experiences, skills or accomplishments]. I believe my experience in [specific skill or experience related to role] uniquely positions me to assist [Non-Profit Organization's Name] in achieving its goals.

I am particularly drawn to this role because [briefly explain your motivation for applying to this non-profit and how you align with their mission]. I am eager to bring my skills in [mention any relevant skills] to support [mention a goal or project of the organization].

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the important work at [Non-Profit Organization's Name]. I am available for an interview at your earliest convenience.

Sincerely,

[Your Name]