

[Your Name]
[Your Address]

[Date]

Dear [Name],

I am writing to express my interest in the [Position Title] role at [Organization Name]. I learned about this opportunity from [Name], [Title] at [Organization Name], and [she/he/they] encouraged me to apply. Given my passion, skills, and experience, I am excited about the opportunity to contribute to the important work of [Organization Name].

My skills and previous roles have prepared me to make an immediate impact with [Organization Name]. In my past and present work, I have achieved measurable success in the following areas:

- Managing an \$8 million annual budget, directing the utilization of federal grant money, and ensuring compliance with city, state, and federal laws
- Overseeing all HR systems and personnel decisions at a nonprofit organization of 75+ staff
- Coaching organizational leaders to develop action plans, manage large projects, and ensure effective implementation that aligns with program objectives
- Serving as the face of the organization, with a track record of successfully communicating and collaborating with both internal and external constituents to measurably improve outcomes

In short, I bring deep experience and expertise in the areas of organizational management, operations, and nonprofit finance.

As the child of a single mother, [Organization Name]'s mission is deeply important to me. I could not have graduated college without the work of organizations like yours. In this role, I hope to give other children in single-parent homes the same opportunities I was given.

Thank you for your consideration, and I hope to hear from you soon.

Sincerely,
[Your Name]