# Your Name

Street Address

City, ST ZIP Code

Telephone

Email

Website

Date

Recipient Name

Title

Company Name

Street Address

City, ST ZIP Code

Subject: Application for [Position Name] at [Nonprofit Organization’s Name]

Dear [Hiring Manager’s Name],

I am writing to express my enthusiasm for the [Position Name] position at [Nonprofit Organization’s Name] as advertised [where you found the job posting]. With a Bachelor of Social Work from [Your University] and extensive experience in the nonprofit sector, I am excited about the opportunity to contribute to [Nonprofit Organization’s Name] and its mission to [briefly mention the organization's mission or goals].

In my most recent role as a Program Manager at [Your Previous Nonprofit], I [mention any significant achievement, milestone, delivered value]. My dedication to [specific skills or areas, e.g., fundraising, program development, volunteer management] has been a driving force behind these successes, ensuring that our team not only meets but exceeds our organizational goals. What excites me about the opportunity at [Nonprofit Organization’s Name] is [mention any remarkable fact or achievement of the organization, or specify why this organization is appealing to you]. I am particularly drawn to this opportunity because [mention any specific project, initiative, or aspect of the organization that you are enthusiastic about].

Enclosed is my resume that further outlines my qualifications. I am looking forward to the opportunity of discussing my application with you further. Thank you very much for considering my application. I am available for an interview at your earliest convenience and can be reached at [Your Phone Number].

Thank you for your time and consideration. I look forward to the opportunity to contribute to [Nonprofit Organization’s Name] and am available for an interview at your earliest convenience.

Warm regards,

Your Name