

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Nonprofit Organization Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name or "Search Committee"],

Regarding the [Job Title] position at [Organization Name], I am writing to express my strong interest in joining your development team. As a professional with a deep commitment to [specific cause/mission], I have long admired [Organization Name]'s work in [specific program or achievement].

In my previous role at [Previous Organization], I successfully [mention a key achievement, e.g., increased individual giving by X% or managed a portfolio of X donors]. My approach to development centers on building authentic, long-term relationships and leveraging data-driven strategies to expand donor networks. I am particularly skilled in [Skill 1: e.g., Grant Writing], [Skill 2: e.g., Major Gift Solicitation], and [Skill 3: e.g., CRM Management/Raiser's Edge].

I am impressed by your recent [mention a recent campaign, initiative, or news item about the nonprofit] and believe my background in [specific area of expertise] would allow me to contribute immediately to your fundraising goals. I am eager to bring my enthusiasm for networking and mission-driven growth to your organization.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of [Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]