

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title, e.g., Director of Operations or Executive Director]
[Nonprofit Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **HR Generalist** position at [Nonprofit Organization Name]. Having followed [Organization Name]'s work in [Specific Field/Cause, e.g., youth advocacy or environmental conservation], I am deeply inspired by your mission to [Mission Statement/Goal]. I am eager to bring my background in human resources and my passion for social impact to support your team and the community you serve.

In my previous role at [Previous Company/Organization], I managed full-cycle recruitment, benefits administration, and employee relations for a diverse workforce. I understand that in a nonprofit environment, the HR function is not just about compliance, but about nurturing a culture that sustains mission-driven work. My experience includes [Key Achievement 1, e.g., streamlining volunteer-to-staff onboarding] and [Key Achievement 2, e.g., implementing a low-cost professional development program], both of which optimized resources while increasing staff retention.

My core competencies align with the needs of [Organization Name], specifically in:

- **Compliance & Policy:** Ensuring adherence to state and federal labor laws within budget constraints.
- **Equity & Inclusion:** Developing inclusive hiring practices to reflect the diversity of the communities served.
- **Employee Advocacy:** Acting as a bridge between leadership and staff to foster a transparent and supportive environment.

I am particularly drawn to this role because of [Organization Name]'s recent initiative regarding [Specific Project or Program]. I am confident that my ability to balance administrative excellence with a heart for service makes me an ideal candidate to support your human capital needs.

Thank you for your time and for the vital work you do. I look forward to the possibility of discussing how my HR expertise can contribute to the continued success of [Nonprofit Organization Name].

Sincerely,

[Your Name]