

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Executive Director]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Program Director** position at [Organization Name]. With over [Number] years of experience in environmental advocacy and strategic program management, I have dedicated my career to [Specific Environmental Focus, e.g., climate resilience/conservation/policy reform]. I am eager to bring my expertise in stakeholder engagement and sustainable initiatives to support [Organization Name]'s mission of [Organization's Mission].

In my previous role as [Previous Title] at [Previous Organization], I successfully led [Program Name], which resulted in [Quantifiable Achievement, e.g., a 30% increase in land conservation/securing \$2M in federal grants]. I am adept at managing cross-functional teams, overseeing complex budgets, and fostering partnerships with governmental agencies, private donors, and local communities. My approach centers on science-based solutions and community-led equity.

[Organization Name]'s recent work on [Specific Recent Project or Initiative] aligns perfectly with my professional background and my commitment to environmental stewardship. I am particularly impressed by your organization's commitment to [Value/Goal], and I am confident that my experience in [Skill, e.g., impact reporting or strategic scaling] will help elevate your current programming.

I welcome the opportunity to discuss how my leadership experience and passion for environmental impact can contribute to the continued success of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]