

[Your Full Name]

[Your Address]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title, e.g., Executive Director]

[Organization Name]

[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Human Services Program Director position at [Organization Name]. With a background in [Number] years of social service management and a proven track record of [Mention a key achievement, e.g., increasing grant funding or improving client outcomes], I am confident in my ability to lead your programs toward continued success.

In my previous role as [Current/Previous Job Title] at [Previous Organization], I was responsible for overseeing [Describe scope, e.g., a \$2M budget and a team of 15 staff members]. My key accomplishments include:

- [Specific accomplishment regarding program development or expansion]
- [Specific accomplishment regarding compliance, auditing, or quality assurance]
- [Specific accomplishment regarding community partnerships or stakeholder engagement]

My approach to leadership centers on trauma-informed care and data-driven decision-making. I am particularly drawn to [Organization Name] because of your commitment to [Mention a specific initiative or value of the company]. I am eager to bring my expertise in [Specific skill, e.g., crisis intervention or federal grant reporting] to your executive team.

I look forward to the opportunity to discuss how my leadership experience can support the mission of [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]