

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]  
[City, State/Country]

[Date]

[Hiring Manager Name]  
[Title, e.g., Regional Director]  
[Organization Name]  
[Organization Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the Program Director position for the [Specific Program/Region Name] at [Organization Name]. With over [Number] years of experience in international development, specifically focusing on [Sector, e.g., Global Health, Sustainable Agriculture, or Crisis Response], I have a proven track record of managing multi-million dollar portfolios funded by [USAID/EU/UN/Private Foundations] across [Regions/Countries].

In my most recent role as [Previous Title] at [Previous Organization], I successfully led a cross-functional team of [Number] staff to achieve [Key Metric or Achievement]. I am particularly adept at navigating complex socio-political landscapes, ensuring rigorous compliance with donor regulations, and fostering strategic partnerships with local NGOs and governmental stakeholders. My approach centers on [Core Philosophy, e.g., localization, data-driven adaptive management, or gender-transformative programming].

The mission of [Organization Name] regarding [Specific Organizational Goal] aligns perfectly with my professional expertise. I am confident that my experience in [Skill 1, e.g., MERL frameworks], [Skill 2, e.g., financial stewardship], and [Skill 3, e.g., capacity building] will allow me to significantly contribute to the impact and scalability of your upcoming initiatives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my leadership background can support [Organization Name]'s objectives in [Target Region/Field].

Sincerely,

[Your Signature (if sending by mail)]  
[Your Typed Name]