

[Your Full Name]

[Address line 1] | [City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Re: Corporate Citizenship Manager Application

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Corporate Citizenship Manager position at [Company Name]. With a robust background in professional social work and a proven track record of [specific achievement, e.g., managing large-scale community interventions or building cross-sector partnerships], I am eager to transition my expertise in social impact and stakeholder engagement to your corporate social responsibility (CSR) team.

Throughout my [Number] years in social work, I have developed a deep understanding of the systemic challenges facing the communities in which [Company Name] operates. My experience in [Specific Social Work Area, e.g., crisis intervention, program development, or advocacy] has equipped me with a unique analytical lens to evaluate community needs and design sustainable, high-impact initiatives. I have successfully managed [Project/Budget Name], where I [Action taken, e.g., increased outreach by X% or secured \$X in funding], demonstrating my ability to deliver measurable results in complex environments.

I am particularly drawn to [Company Name]'s commitment to [Specific Company Value or Initiative]. My clinical and administrative background allows me to bridge the gap between corporate objectives and community outcomes, ensuring that citizenship efforts are not only philanthropic but strategic and authentic. I possess the cultural competency and communication skills necessary to navigate diverse stakeholder groups, from grassroots organizations to executive leadership.

I am confident that my transition from social work to corporate citizenship will provide [Company Name] with a manager who is deeply empathetic yet strictly data-driven. I look forward to discussing how my social impact framework can advance your corporate citizenship goals.

Sincerely,

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