

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

[Hiring Manager Name]
[Company Name]
[Company Address]

RE: [Job Title] Application

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. Having spent [Number] years leading high-impact initiatives within the non-profit sector, I am eager to translate my experience in strategic operations, stakeholder management, and resource optimization into a results-driven role within the private sector.

In my recent role as [Previous Title] at [NGO Name], I was responsible for [Key Responsibility]. While my background is rooted in social impact, the core competencies I have developed are directly applicable to [Company Name]'s objectives. Specifically, I offer:

- **Operational Efficiency:** Streamlined [Process] resulting in a [Percentage]% reduction in overhead costs.
- **Strategic Leadership:** Managed cross-functional teams and multi-million dollar budgets with full P&L accountability.
- **Data-Driven Decision Making:** Utilized KPIs and impact metrics to pivot strategies and achieve [Specific Goal].
- **Stakeholder Relations:** Navigated complex regulatory environments and built partnerships with [Types of Entities].

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my ability to deliver results under pressure and my adaptable approach to problem-solving will make me a valuable asset to your team.

Thank you for your time and consideration. I look forward to the possibility of discussing how my management experience can contribute to the continued growth of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]