

[Your Full Name]

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[Your Address]

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[Phone Number]

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[Email Address]

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[Date]

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[Hiring Manager Name]

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[Nonprofit Organization Name]

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[Department/Program Name]

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[Organization Address]

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Dear [Hiring Manager Last Name],

I am writing to express my interest in the [Position Title] position at [Organization Name]. As an educator with a background in [Your Field of Expertise], I am deeply committed to your mission of [Mission/Goal of the Nonprofit].

In my previous experience at [Previous Institution/Organization], I developed curriculum focused on [Subject Matter] for diverse adult learners. My approach to continuing education centers on [Educational Philosophy, e.g., accessibility/practical application], ensuring that students not only gain knowledge but also actionable skills that improve their lives or career prospects.

Key highlights of my qualifications include:

- *[Highlight 1: Years of teaching experience or specific certifications]*
- *[Highlight 2: Experience working with specific demographics or community groups]*
- *[Highlight 3: Achievement in curriculum design or program growth]*

I am particularly drawn to [Organization Name] because of your recent work in [Specific Project or Program]. I am eager to bring my expertise in [Specific Skill] to help your participants achieve their learning goals.

Thank you for your time and consideration. I look forward to discussing how my background in adult education can support your community initiatives.

Sincerely,

[Your Signature]

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[Your Printed Name]

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