

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]
[Department Name]
[Institution/Organization Name]
[Office Address]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the Alumni Relations Outreach Coordinator position at [Institution Name], as advertised on [Platform where you found the job]. With a background in [Your Field/Major] and experience in [Key Skill, e.g., Community Engagement or Event Programming], I am eager to contribute to the growth and vibrancy of your alumni network.

In my previous role at [Previous Organization], I successfully managed [Specific Task, e.g., a multi-channel outreach campaign] which resulted in a [Percentage]% increase in alumni participation. I am particularly skilled at [Skill 1, e.g., digital storytelling], [Skill 2, e.g., volunteer management], and [Skill 3, e.g., data-driven stewardship]. I am confident that my ability to build meaningful relationships will help [Institution Name] foster lifelong connections with its graduates.

I have long admired [Institution Name]'s commitment to [Specific Institutional Value or Recent Initiative]. I am particularly drawn to this role because of the opportunity to [Specific Goal, e.g., expand young alumni programming or streamline donor communications]. My technical proficiency in [CRM Software Name] and social media analytics will allow me to hit the ground running and provide immediate value to your advancement team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in strategic outreach and community building can support the goals of the Alumni Relations office at [Institution Name].

Sincerely,

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