

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title, e.g., Director of Development]

[Organization Name]

[Organization Address]

Dear [Hiring Manager Name or Search Committee],

Introduction: I am writing to express my strong interest in the [Position Title, e.g., Development and Fundraising Internship] at [Organization Name]. As a [Your Year in School/Recent Graduate] at [Your University] studying [Your Major], I have long admired [Organization Name]'s commitment to [mention a specific program or mission goal].

Alignment & Motivation: My passion for nonprofit work stems from [briefly mention a personal connection or academic interest in the cause]. I am particularly drawn to this internship because of [mention a specific project the nonprofit is working on]. I am eager to apply my skills in [mention 1-2 skills, e.g., donor research, social media, or event planning] to support your fundraising objectives.

Relevant Experience: During my [previous internship, volunteer role, or academic project], I successfully [describe a specific achievement, e.g., assisted in organizing a gala, drafted 10 donor acknowledgement letters, or conducted prospect research on 20 corporate partners]. This experience allowed me to develop a keen eye for detail and an understanding of the importance of [mention a skill like CRM management or donor stewardship].

Closing: I am confident that my enthusiasm for [Organization Name]'s mission and my background in [relevant skill] make me a strong candidate for your team. I look forward to the possibility of discussing how I can contribute to your development efforts this [Season/Semester].

Sincerely,

[Your Signature if sending by mail]

[Your Printed Name]