

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

[Date]

[Hiring Manager Name]
[Title, e.g., Program Director]
[Nonprofit Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the [Program Management Internship] at [Nonprofit Organization Name]. As a [Your Current Level of Study, e.g., Junior at University Name] pursuing a degree in [Your Major], I have long admired [Nonprofit Organization Name]'s commitment to [mention specific mission or cause, e.g., youth literacy/environmental advocacy]. I am eager to contribute my organizational skills and passion for social impact to your program team.

During my previous experience as [Previous Role or Volunteer Position], I developed key competencies in [Skill 1, e.g., project coordination] and [Skill 2, e.g., stakeholder communication]. For instance, I successfully [describe a specific achievement or task relevant to program management, such as organizing an event or managing a database]. These experiences have equipped me with the ability to handle multiple priorities and support the logistical needs of community-focused initiatives.

I am particularly drawn to this internship because of [Nonprofit Organization Name]'s recent work on [Specific Program or Initiative]. My academic background in [Specific Subject] has provided me with a theoretical understanding of [Relevant Concept, e.g., nonprofit sustainability], which I am excited to apply in a practical, hands-on environment. I am confident that my proactive approach and attention to detail will help streamline your program operations.

Thank you for your time and for considering my application. I welcome the opportunity to discuss how my background and enthusiasm for [Target Cause] align with the goals of the [Program Name] team.

Sincerely,

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