

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Name of Board Chair or Search Committee Chair]  
[Title]  
[Nonprofit Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Name of Board Chair / Search Committee],

I am writing to formally express my interest in the Chief Executive Officer position at [Organization Name], as advertised. With a career dedicated to [mention core focus, e.g., social advocacy/community health/global education] and a proven track record of scaling mission-driven organizations, I am eager to bring my strategic leadership to your esteemed organization.

Throughout my [Number] years in executive leadership, I have specialized in bridging the gap between ambitious vision and operational excellence. At [Current/Previous Organization], I led a team of [Number] to achieve [Specific Achievement, e.g., a 40% increase in program outreach or a \$5M growth in annual funding]. My approach combines rigorous fiscal management with a deep commitment to the community stakeholders we serve.

I am particularly drawn to [Organization Name] because of your recent work in [mention a specific recent project or strategic goal]. My expertise in [Skill 1, e.g., Board Relations], [Skill 2, e.g., Donor Diversification], and [Skill 3, e.g., Public Policy Advocacy] aligns directly with the goals outlined in your current strategic plan. I am confident in my ability to cultivate high-level partnerships and inspire a culture of transparency and innovation within your team.

The opportunity to lead [Organization Name] toward its next chapter of impact is one I embrace with enthusiasm. I look forward to discussing how my background in transformative leadership can serve your mission and the broader community.

Sincerely,

**[Your Signature]**  
**[Your Printed Name]**