

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

[Date]

[Hiring Manager Name/Board Search Committee Chair]  
[Organization Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient Name or Search Committee],

I am writing to express my enthusiastic interest in the Executive Director position at [Organization Name]. With a proven track record in non-profit leadership and a deep-seated commitment to animal welfare, I am eager to bring my strategic vision, fundraising expertise, and passion for [specific area, e.g., rescue, advocacy, conservation] to your esteemed organization.

Throughout my career, I have successfully [mention a major achievement, e.g., increased annual revenue by X% or expanded program reach by X%]. At [Current/Previous Organization], I led initiatives that directly improved the lives of [animal species or population]. My experience in board governance, community engagement, and operational management has prepared me to navigate the unique challenges facing [Organization Name] as it enters its next chapter of growth.

Key highlights of my qualifications include:

- **Strategic Leadership:** [Describe experience developing long-term goals or navigating organizational transitions].
- **Development & Stewardship:** [Highlight success in donor relations, grant writing, or capital campaigns].
- **Advocacy & Outreach:** [Mention experience with public policy, community education, or volunteer management].
- **Financial Oversight:** [Detail experience managing multi-million dollar budgets and ensuring fiscal transparency].

I admire [Organization Name]'s recent work on [mention a specific project or mission point], and I am confident that my background in [specific skill] will help advance your mission to [mission statement summary]. I am dedicated to fostering a culture of compassion, both for the animals we serve and the staff and volunteers who support them.

I welcome the opportunity to discuss how my leadership style and experience align with the goals of [Organization Name]. Thank you for your time and for your dedication to animal welfare.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]