

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

[Date]

[Hiring Manager Name]
[Board of Directors / Search Committee]
[Non-Profit Organization Name]
[Organization Address]

Dear [Hiring Manager Name or Board of Directors],

I am writing to formally express my interest in the Executive Director position at [Non-Profit Organization Name]. With a proven track record in community outreach, strategic leadership, and sustainable fundraising, I am eager to bring my expertise to help advance [Organization Name]'s mission of [Mission Statement/Core Goal].

Throughout my career, I have dedicated myself to fostering inclusive community partnerships and driving organizational growth. In my previous role as [Previous Title] at [Previous Organization], I successfully [mention a high-level achievement, e.g., increased annual funding by X% or expanded program reach to X number of constituents]. I specialize in bridging the gap between organizational objectives and the diverse needs of the communities we serve.

My leadership approach is centered on transparency, collaborative advocacy, and operational excellence. I am particularly drawn to [Organization Name] because of your recent work in [mention a specific project or initiative]. I am confident that my background in [mention 2-3 skills, e.g., donor relations, grant management, or public speaking] will allow me to lead your team toward long-term impact and stability.

I look forward to the possibility of discussing how my vision for community engagement aligns with the strategic goals of your Board of Directors. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]