

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name/Search Committee Chair]

[Board of Directors / Selection Committee]

[Educational Foundation Name]

[Foundation Address]

[City, State, Zip Code]

Dear [Mr./Ms./Mx. Last Name or Search Committee],

I am writing to formally express my interest in the Executive Director position at [Educational Foundation Name]. With a proven track record in [Number] years of non-profit leadership and a deep commitment to [Specific Educational Cause, e.g., equitable access/STEM literacy], I am eager to bring my strategic vision to your organization's mission.

In my previous role as [Current/Previous Title] at [Previous Organization], I successfully led initiatives that resulted in [Key Achievement, e.g., a 40% increase in endowment funds or the expansion of scholarship programs to reach 5,000 additional students]. My experience aligns closely with the foundational pillars of [Educational Foundation Name], particularly in the areas of:

- **Strategic Fundraising:** [Briefly describe experience with capital campaigns, major gifts, or grant writing].
- **Stakeholder Engagement:** [Briefly describe experience working with Boards, school districts, and community partners].
- **Program Advocacy:** [Briefly describe experience elevating educational outcomes or public awareness].

The challenges facing today's educational landscape require a leader who is both operationally sound and mission-driven. I am particularly drawn to [Educational Foundation Name]'s recent work in [Specific Program or Project], and I am confident that my background in [Specific Skill, e.g., fiscal management/public policy] will help scale these efforts to new heights.

I look forward to the possibility of discussing how my leadership style and dedication to educational excellence can serve [Educational Foundation Name]. Thank you for your time and for your commitment to our community's students.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]