

[Your Full Name]

[Address, City, State, Zip]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name/Board Search Committee Chair]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip]

Dear [Name of Search Committee Chair or Board President],

[Opening Paragraph: State your interest in the Executive Director position. Briefly mention your years of leadership experience in the youth services sector and your alignment with the organization's specific mission.]

[Body Paragraph 1: Strategic Leadership & Vision. Detail your experience in organizational growth, board governance, and implementing long-term strategic plans that improved outcomes for youth populations.]

[Body Paragraph 2: Fundraising & Fiscal Stewardship. Highlight your success in diversified revenue streams, including grant writing, major donor cultivation, and managing multi-million dollar non-profit budgets.]

[Body Paragraph 3: Community Advocacy & Program Impact. Discuss your ability to build community partnerships and oversee evidence-based programs that address issues such as education, mentorship, or crisis intervention.]

[Closing Paragraph: Reiterate your passion for empowering youth and your desire to bring your executive expertise to [Organization Name]. Mention your availability for an interview.]

Sincerely,

[Signature/Your Typed Name]