

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

[Date]

[Hiring Manager Name]
[Title, e.g., Executive Director or Board Search Committee]
[Non-Profit Organization Name]
[Organization Address]

Dear [Recipient Name/Search Committee],

I am writing to express my strong interest in the Chief Human Resources Officer position at [Non-Profit Organization Name]. With over [Number] years of experience in human resources leadership and a deep commitment to [Specific Cause/Mission], I am eager to align my expertise in talent strategy and organizational culture with your organization's impactful work.

Throughout my career, I have specialized in scaling mission-driven teams while maintaining fiscal responsibility and cultural integrity. At [Current/Previous Organization], I successfully [mention a major HR achievement, e.g., overhauled the DEI framework, implemented a global talent acquisition strategy, or streamlined HR operations], resulting in a [Percentage/Metric] increase in [Employee Retention/Operational Efficiency]. I understand the unique challenges of the non-profit sector, including managing diverse funding streams, navigating volunteer relations, and fostering engagement across decentralized teams.

My approach to HR leadership is rooted in the belief that people are a non-profit's greatest asset. I am particularly drawn to [Non-Profit Organization Name]'s recent initiatives in [mention a specific project or value of the organization]. I am confident that my experience in [Skill 1], [Skill 2], and [Skill 3] will allow me to serve as a strategic partner to the executive team and a champion for every staff member.

I welcome the opportunity to discuss how my background in human capital management can support the long-term sustainability and growth of [Non-Profit Organization Name]. Thank you for your time and for the vital work you do for the community.

Sincerely,

[Your Signature (if sending by mail)]
[Full Name]