

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Nonprofit Organization Name]

[Organization Address]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my enthusiastic interest in the Executive Assistant position at [Nonprofit Organization Name]. Having followed your organization's impactful work in [Mission Area/Field], I am eager to bring my administrative expertise and passion for social impact to support your leadership team.

With [Number] years of experience in executive support, I have developed a specialized skill set in managing complex calendars, coordinating board relations, and streamlining operational workflows. In my previous role at [Previous Organization Name], I successfully managed [Specific Achievement, e.g., a major fundraising event or donor database migration], which resulted in [Quantifiable Result]. I understand that working within a nonprofit requires not only high-level organizational skills but also the flexibility to pivot between administrative tasks and mission-driven initiatives.

I am particularly drawn to [Nonprofit Organization Name] because of your recent efforts in [Specific Program or Recent News]. My ability to handle sensitive information with discretion, coupled with my proficiency in [Software/Tools, e.g., Salesforce, G-Suite, or Raiser's Edge], ensures that I can provide the seamless backend support necessary for your executives to focus on strategic growth and community outreach.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in mission-oriented administrative support can contribute to the continued success of [Nonprofit Organization Name].

Sincerely,

[Your Signature]

[Your Typed Name]