

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

[Date]

[Hiring Manager Name]  
[Organization Name]  
[Department Name]  
[Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Foster Care Program Coordinator position at [Organization Name]. With a background in [Social Work/Human Services/Related Field] and a dedicated commitment to child welfare and family advocacy, I am eager to contribute to your mission of providing stable, nurturing environments for children in need.

In my previous experience as [Previous Job Title], I developed strong skills in case management, regulatory compliance, and stakeholder coordination. I have successfully managed [Specific Task, e.g., foster parent recruitment or home study assessments] while ensuring that all federal and state guidelines were strictly followed. My ability to mediate between biological families, foster parents, and legal entities allows me to facilitate transitions that prioritize the safety and well-being of the child.

I am particularly drawn to [Organization Name] because of your reputation for [mention a specific program or organizational value]. I am confident that my experience in [Skill, e.g., crisis intervention or trauma-informed care] and my passion for community-based support make me a strong fit for your team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my expertise in program coordination can benefit [Organization Name].

Sincerely,

[Your Signature]  
[Your Printed Name]