

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Nonprofit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

Re: [Job Title] Application

[Introduction: State the position you are applying for and why you are drawn to this specific organization's mission regarding animal welfare, legislative change, or species protection.]

[Body Paragraph 1: Detail your background in policy analysis, government relations, or legal research. Highlight specific experience drafting policy briefs, lobbying, or managing advocacy campaigns within the nonprofit sector.]

[Body Paragraph 2: Provide evidence of your impact. Mention successful legislative outcomes, coalition-building efforts, or public awareness milestones you achieved for animal rights or environmental causes.]

[Closing Paragraph: Reiterate your commitment to the organization's goals. Express your desire to discuss how your strategic advocacy skills can advance their current policy agenda.]

Sincerely,

[Your Signature]

[Your Printed Name]