

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

**Re: [Job Title] Application**

[Introductory paragraph: Express interest in the specific role and the organization's mission. Briefly state that you are transitioning from a legal career to apply your expertise toward [Specific Social Cause/Non-Profit Sector].]

[The Bridge: Explain the "Why." Transition from "advocating for clients" to "advocating for a cause." Mention how your legal background in [Practice Area] has prepared you for the complexities of [Organization's Work].]

[Transferable Skills: Highlight key legal competencies applicable to the non-profit-such as regulatory compliance, stakeholder management, analytical research, grant writing/review, or complex project management. Provide one high-impact example of a result you achieved.]

[Cultural Fit: Mention your commitment to the non-profit's specific values. Reference any pro-bono work, board service, or volunteer experience that demonstrates a long-standing dedication to the sector.]

[Closing: Reiterate enthusiasm. State your availability for an interview to discuss how your legal rigor can advance their mission.]

Sincerely,

[Your Printed Name]