

**[Your Full Name]**

[Address, City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Nonprofit Organization Name]

[Organization Address]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my interest in the Human Resources Specialist position at [Nonprofit Organization Name], as advertised on [Where you saw the job post]. With a strong background in [Core HR Competency, e.g., talent acquisition or employee relations] and a deep commitment to [Organization's Specific Mission/Cause], I am eager to contribute to the operational success of your team.

During my tenure at [Previous Organization], I managed HR functions for a staff of [Number], where I focused on aligning people operations with organizational values. My experience includes [Key Achievement 1, e.g., streamlining volunteer-to-staff transitions], [Key Achievement 2, e.g., implementing equity-focused recruitment strategies], and [Key Achievement 3, e.g., navigating complex grant-funded payroll requirements]. I understand that in a nonprofit environment, HR is not just about compliance, but about sustaining the human capital that drives social impact.

I am particularly drawn to [Nonprofit Organization Name] because of your recent work in [Specific Program or Initiative]. I am confident that my skills in [Skill 1] and [Skill 2] will help maintain a supportive, inclusive, and legally compliant workplace that empowers your staff to focus on their mission-driven goals.

Thank you for your time and for the vital work you do for [Target Population/Cause]. I look forward to the possibility of discussing how my HR expertise can serve [Nonprofit Organization Name].

Sincerely,

[Your Name]