

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile / Portfolio]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Program Coordinator position at [Organization Name]. With a background in [Your Field/Background] and a deep-seated commitment to animal welfare, I am eager to contribute to your mission of [Mention Specific Mission of the Nonprofit].

Throughout my career, I have developed a robust skill set in program management and community outreach. At [Previous Organization], I successfully [Mention a Key Achievement, e.g., increased adoption rates by X% or managed a budget of \$X]. My experience in coordinating large-scale initiatives and working alongside dedicated volunteers has prepared me to handle the logistical and emotional complexities of animal welfare programming.

I am particularly drawn to [Organization Name] because of your recent work in [Mention a specific program or initiative of the nonprofit]. I am confident that my ability to [Mention a specific skill, e.g., streamline operations or foster donor relationships] will allow me to enhance your current programs and support your team effectively.

Enclosed is my resume for your review. I look forward to the possibility of discussing how my experience and passion for animal advocacy align with the needs of your team.

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]