

**[Your Full Name]**

[Your Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[Current Date]

[Hiring Manager Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the Program Coordinator position at [Organization Name]. As a dedicated advocate for the arts with a background in [relevant experience or education], I have long admired [Organization Name]'s commitment to [mention a specific mission or recent project].

In my previous role as [Previous Title] at [Previous Organization], I successfully managed [Number] programs focused on [Specific Artistic Discipline or Community Initiative]. I have a proven track record of coordinating logistics, managing budgets, and fostering relationships with local artists and community stakeholders. Notably, I [describe a specific achievement, such as increasing attendance or securing a grant].

I am particularly drawn to this role because of [Organization Name]'s focus on [specific value like inclusivity, education, or heritage]. I am confident that my skills in project management, volunteer coordination, and grant reporting will allow me to contribute effectively to your team and support the vibrant cultural programming you provide to the [Local Community Name] area.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in nonprofit arts administration can support the continued growth of [Organization Name].

Sincerely,

[Your Full Name]