

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio Link]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Non-Profit Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Disaster Recovery Program Coordinator position at [Non-Profit Organization Name]. With a background in [Number] years of emergency management and community development, I have dedicated my career to streamlining recovery efforts and providing critical support to vulnerable populations following large-scale disasters.

In my previous role as [Previous Job Title] at [Previous Organization], I successfully managed [Specific Program Name], which served over [Number] affected households. My experience includes coordinating with local, state, and federal agencies, managing multi-million dollar recovery budgets, and leading teams of dedicated volunteers and caseworkers. I am particularly adept at navigating the complexities of [mention specific regulations, e.g., FEMA or HUD requirements] to ensure compliance and maximize resource allocation.

I am drawn to [Non-Profit Organization Name] because of your commitment to [mention a specific project or mission statement of the organization]. I am eager to bring my expertise in strategic planning, stakeholder engagement, and rapid-response logistics to your team to help rebuild more resilient communities.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my experience in disaster recovery operations can contribute to the continued success of your programs.

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Full Name]