

**[Your Full Name]**

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Non-Profit Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my strong interest in the Environmental Advocacy Program Coordinator position at [Non-Profit Organization Name]. As a dedicated advocate for environmental sustainability with a background in [mention primary skill, e.g., grassroots organizing/policy research/community outreach], I have long admired [Organization Name]'s commitment to [mention a specific initiative or mission of the organization].

In my previous role as [Previous Job Title] at [Previous Organization], I successfully led programs that focused on [mention a specific environmental issue, e.g., carbon reduction, water conservation, or wildlife protection]. My experience includes coordinating with diverse stakeholders, managing volunteer networks, and drafting advocacy materials that influenced [mention a specific outcome, e.g., local legislation or public awareness]. Specifically, I [mention a quantifiable achievement, e.g., increased program participation by 40% or secured \$X in grant funding].

I am particularly drawn to this role because of [Organization Name]'s current work on [mention a specific project or campaign]. My ability to translate complex environmental data into actionable advocacy strategies, combined with my proficiency in [mention relevant software or skill, e.g., CRM tools, public speaking, or social media mobilization], aligns with the goals of your program team.

I am eager to bring my passion for environmental justice and my program management expertise to [Non-Profit Organization Name]. Thank you for your time and consideration of my application. I look forward to the possibility of discussing how my skills can support your advocacy efforts.

Sincerely,

[Your Signature]

[Your Printed Name]