

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]
[City, Country]

[Date]

[Hiring Manager Name]
[Title]
[Non-Profit Organization Name]
[Office Address/Location]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the **International Aid Program Coordinator** position at [Organization Name]. With a background in [Specific Field, e.g., Global Health/Disaster Relief/Sustainable Development] and a proven track record of managing cross-border initiatives, I am eager to contribute to your mission of [Organization's Primary Mission].

During my previous role at [Previous Organization], I successfully coordinated [Type of Program] across [Region/Countries]. I managed budgets exceeding [Amount] and led diverse teams to achieve [Specific Outcome or Metric]. This experience has refined my skills in grant compliance, multi-stakeholder engagement, and monitoring and evaluation (M&E) frameworks essential for international aid operations.

I am particularly drawn to [Organization Name] because of your recent work in [Specific Project or Impact Area]. My expertise in [Specific Skill, e.g., Logistics/Humanitarian Standards/Proposal Writing] aligns directly with your current objectives to expand [Specific Goal]. I am confident that my ability to navigate complex socio-political environments and my commitment to ethical, community-led development will be an asset to your field operations.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in international coordination can support the impactful work of [Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]