

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

[Date]

[Hiring Manager Name]
[Title, e.g., Executive Director]
[Non-Profit Organization Name]
[Organization Address]

Dear [Hiring Manager Name or Search Committee],

Re: Application for Mental Health Program Coordinator position

I am writing to express my strong interest in the Mental Health Program Coordinator position at [Organization Name]. With a background in [Your Degree/Field] and [Number] years of experience in community-based mental health advocacy, I am eager to contribute to your mission of [mention organization's specific mission/goal].

In my previous role at [Previous Organization], I successfully managed [Specific Program Name], where I was responsible for coordinating clinical resources, supervising volunteer staff, and ensuring compliance with state health regulations. During my tenure, I implemented [Specific Improvement or Initiative] which resulted in a [Percentage/Metric] increase in service accessibility for marginalized populations.

My approach to program coordination is rooted in trauma-informed care and cross-functional collaboration. I am particularly drawn to [Organization Name] because of your recent work in [mention a specific program or initiative of the non-profit]. I am confident that my skills in grant reporting, stakeholder engagement, and crisis intervention will allow me to effectively support your clients and the broader community.

I welcome the opportunity to discuss how my experience in non-profit management and mental health advocacy aligns with the goals of your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]