

[Your Full Name]

[Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Non-Profit Organization Name]

[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Refugee Services Program Coordinator position at [Organization Name]. With a background in [Your Field, e.g., Social Work, International Relations] and a commitment to humanitarian aid, I am eager to contribute to your mission of assisting displaced populations.

In my previous role at [Previous Organization], I managed [Specific Program Name], where I oversaw the delivery of essential services to [Number] clients. I am experienced in case management, federal grant compliance, and coordinating with multidisciplinary teams to facilitate cultural orientation and employment placement.

I am particularly drawn to [Organization Name]'s reputation for [Mention a specific program or value of the non-profit]. My ability to navigate complex legal frameworks and my proficiency in [Languages spoken, if applicable] allow me to advocate effectively for refugee families during their transition and integration process.

I look forward to the possibility of discussing how my experience in program development and community outreach can support the vital work being done at [Organization Name]. Thank you for your time and consideration.

Sincerely,

[Your Name]