

**[Your Full Name]**

[Your Address]

[City, State, Zip Code]

[Phone Number] | [Email Address]

[Date]

[Hiring Manager Name]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Program Coordinator** position at [Organization Name]. With a background in [Your Field/Education] and a dedicated commitment to [Specific Social Justice Issue], I am eager to contribute to your organization's mission of [Organization Mission Statement].

Throughout my experience working with [Previous Organization or Community Initiative], I have developed a robust skill set in program implementation and community advocacy. I successfully managed [Specific Project Name], which resulted in [Quantifiable Achievement or Positive Social Outcome]. My approach is rooted in intersectionality and a deep understanding of the systemic challenges facing [Target Demographic/Community].

In my previous role as [Previous Title], I specialized in:

- Facilitating community outreach and building strategic partnerships with [Stakeholder Types].
- Managing program budgets and securing funding through [Grant Writing/Fundraising].
- Designing and executing educational workshops focused on [Specific Social Justice Topic].
- Utilizing data collection tools to evaluate program impact and equity metrics.

I admire [Organization Name]'s recent work on [Specific Recent Campaign or Program] and am confident that my ability to organize grassroots initiatives and manage complex logistics will support your team's objectives. I am a collaborative leader who thrives in mission-driven environments and is committed to fostering inclusive spaces.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in social advocacy can benefit the [Department Name] team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]