

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Non-Profit Organization Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Veteran Services Program Coordinator position at [Non-Profit Organization Name]. With a background in [Number] years of program management and a deep-seated commitment to supporting those who have served, I am eager to contribute to your mission of providing [specific service, e.g., transition assistance/mental health support] to the veteran community.

In my previous role at [Previous Organization], I successfully oversaw [Program Name], where I managed a budget of [Amount] and coordinated services for over [Number] veterans. My experience includes developing community partnerships, navigating VA benefits systems, and implementing data-driven tracking to measure program outcomes. I am particularly proud of [mention a specific achievement, e.g., increasing veteran engagement by 20%].

My approach to program coordination is centered on trauma-informed care and veteran-centric advocacy. I possess strong skills in grant reporting, volunteer management, and cross-departmental collaboration, all of which are essential for the sustainability of non-profit initiatives. I am confident that my ability to bridge the gap between resource providers and veteran needs will be an asset to [Non-Profit Organization Name].

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience aligns with the goals of your veteran outreach programs.

Sincerely,

[Your Signature]
[Your Printed Name]