

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

[Date]

[Hiring Manager Name]  
[Organization Name]  
[Street Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],  
I am writing to express my strong interest in the Workforce Development Program Coordinator position at [Organization Name]. With a background in [Your Professional Background] and a commitment to fostering economic empowerment through community-based initiatives, I am eager to contribute to your mission of [Mission Statement of the Non-Profit].

In my previous role at [Previous Organization], I successfully managed [Number] programs focused on [Specific Program Area, e.g., Youth Employment or Vocational Training]. My experience includes:

- Developing and maintaining strategic partnerships with local employers and community stakeholders.
- Tracking and reporting program metrics to meet [Grantor/Donor] requirements.
- Facilitating workshops that increased participant placement rates by [Percentage]%.
- Providing case management and individualized career coaching to diverse populations facing barriers to employment.

I am particularly drawn to [Organization Name] because of your recent work with [Specific Project or Community Need]. I possess the organizational skills and cultural competency necessary to support your participants and streamline program delivery. I am confident that my ability to balance administrative oversight with direct client engagement makes me an ideal fit for this role.

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 the [Program Name] team.

Sincerely,

[Your Signature]  
[Your Printed Name]