

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

[Date]

[Hiring Manager Name]
[Title]
[Non-Profit Organization Name]
[Organization Address]

Dear [Hiring Manager Name/Search Committee],

Regarding the [Job Title] position at [Organization Name], I am writing to express my strong interest in joining your team. With a background in [Number] years of youth advocacy and program management, I am eager to contribute to your mission of [Mention Organization Mission/Goal].

In my previous role at [Previous Organization], I successfully designed and implemented [Type of Program] which resulted in [Specific Achievement or Metric]. My experience in coordinating community resources, managing volunteer staff, and facilitating workshops for diverse youth populations aligns with the requirements of this role. I am particularly skilled at creating inclusive environments that foster leadership and personal growth among participants.

I am drawn to [Organization Name] because of your commitment to [Specific Program or Value]. I am confident that my skills in grant reporting, curriculum development, and stakeholder engagement will allow me to hit the ground running and support the continued growth of your youth initiatives.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my experience in youth development can benefit your upcoming projects.

Sincerely,

[Your Signature/Name]