

# NON PROFIT COVER LETTER

✉ your.name@gmail.com

☎ (XXX) XXX-XXXX

📍 142 Your Address Blvd, City Name, CA XXXXX

---

August 31, 2020

[Hiring Manager's Name]  
2471 Company Address  
City, State, Zip Code  
(xxx) xxx-xxxx  
hiring.manager@gmail.com

Dear [Hiring Manager's Name],

I've dedicated my career to improving [a cause that's important to you]. My most successful project includes [a project you recently accomplished]. My natural passion for tackling global issues is the reason I believe I'm the best fit for the [position name] position at [organization name].

After graduating with a degree in [area of study], I worked with [previous organization name] as the [previous title]. During that time, I learned how to [something you learned that's relevant to the position]. The work I did there helped [result of your work], which bolstered our overall efforts and allowed us to make significant progress towards our goals.

While my current role is very rewarding, I'm ready for a more impactful position with a leading non profit. I'm eager to get involved with [organization name]'s current projects involving [recent accomplishment of the organization] as I believe this is the direction we must go in order to make meaningful change.

I look forward to hearing from you about this wonderful opportunity. You can reach me by phone at [your phone number] or by email at [your email]. I'll reach out in a week if I don't hear from you, just to make sure you've received my application. Thank you for your consideration.

Sincerely,

Your Name

---