James Brown

238 Broadway

New York

NY

United States

To

The HR Manager

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub: Non Profit Executive Director Cover Letter

Dear Mr. or Mrs. or Ms. HR Manager,

It is an honor to be writing this letter to apply for the non-profit executive director post at [mention the name of the organization]. Aiming to join this organization for a long time, I believe I have all the desired documents and certificates to do well in this role.

Ambitious, determined, and studious, I am a proud [mention the degree] holder from [mention the name of the educational institution] and in addition to that, I also have a [mention the name of the course certificate] from [mention the name of the academic institution]. I have always wished to get into this non-profit and do something for it and the people.

Earlier, I was employed at [mention the name of the organization] for [mention the number of years] as a non-profit executive director, and there, I handled all the duties assigned to me perfectly.

I offered leadership to and handled the efforts of site staff to make sure appropriate support of all departments, created timely and accurate analyses that captured and communicated fundraising variances, outcomes, and performance trends, approved prime system implementations related to inventory and cost control, coordinated and

led monthly and quarterly reviews, annual budget reviews, and periodic forecast updates with senior and operational management for all locations.

Apart from having proven work experience as a non-profit executive director, I have exceptional knowledge of financials and how to establish financial forecasting documents for the board of directors, and strong knowledge of volunteer recruitment.

If you allow me to be a part of your respected organization then I will ensure to make a significant contribution to its growth and development.

Thank you for your time and consideration.

Have a good day.

From

James Brown

[Handwriting signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]