Your Name

Street, City, State Zip ▪ Phone Number ▪ name@website.com

{Date}

Dear Hiring Manager (or name of representative if you can find it):

I am writing to express my interest in the {Position Name} position with {Organization Name}. I have a bachelor's degree in {Your Major} from {Your College Name}, and I am pursuing this position because _____.

As the {Position Title #1} for {Employer #1}, I wrote news articles to develop organization presence, wrote press releases to promote organization events, and gained an overall understanding of effective communications and development strategies within the nonprofit sector. I also attended development meetings, helped prepare and distribute bulk mailings, and assisted with the maintenance of donor and community databases. I am confident that my experience with this organization would allow me to further improve the development, communications, and gift processing endeavors of {Organization Name}.

I was also a {Marketing Intern} for {Employer #2} which allowed me to assist with the development of a marketing plan and communication strategies. In order to create organization awareness, I designed and wrote copy for flyers, posters, and brochures, and I created Pinterest and Facebook accounts in order to engage with student leaders and learn about their interests and needs. I believe my experience in the field of marketing and communications, along with my creative ideas, would ensure the communications efforts of {Organization Name} were meaningful and engaging for donors and community members.

As an Office Assistant at the {Employer #4} for three years, I gained a thorough understanding of office procedures, answered multi-line telephone calls, recruited and trained new office assistants, and regularly handled confidential student information in university databases. The skills I have gained from this position would allow me to provide excellent office administration, ensure meticulous data entry, and offer unwavering support for board members.

My willingness to learn, track-record for handling multiple projects consecutively, and ability to communicate effectively in a professional working environment are qualities that I believe would be invaluable as the {Position Title}. I have a passion for nonprofit organizations, especially those that help at-risk youth, and I am confident that I can provide a positive contribution supporting the needs and requirements of your organization.

Thank you for your time and consideration. I look forward to discussing this position further.

Sincerely,
Your Name