

*Sample Cover Letter<sup>i</sup>*

Applicant Name  
Applicant Mailing Address  
Applicant Phone Number | Applicant Email Address

{Date}

Habitat for Humanity of Greater Charlottesville  
919 W Main Street  
Charlottesville, VA 22903

Dear Hiring Manager,

I am writing to apply for the position of {Job Title} at Habitat for Humanity of Greater Charlottesville as advertised by {Source}. I remain driven by my passion for community service and, above all, providing individuals with personalized care, a sense of hope and the fulfillment of basic needs. I am eager to return to the nonprofit sector and would be honored to represent your vision and mission.

During my time as {Position} at {Company Name}, I realized most poignantly the value of “home.” I immersed myself in the culture of our downtown and district, learning the power of community and the sense of identity it can harbor of its own accord and, further, foster in the citizen. I maintained databases for our annual sponsorship drive and our Facade and Business Incentive Grant programs. I kept minutes during our Board meetings and also aided in coordinating and executing various events including: our summer concert series, monthly meetings for our Executive, Promotions and Business Development Committees, and the formative stages of the NC Main Street Conference. Performing gracefully and proficiently under deadlines, I kept our office well-appointed and thriving.

In my current role as {Position} at {Company Name}, I strive to deliver exceptional, personalized customer service to all guests. I complete concierge tasks such as finalizing reservations, arranging transportation and creating travel itineraries, with a meticulous hand and a keen eye for detail. I boast expertise in the realm of office and data management and prove a competitive candidate for this position.

My relevant skills include:

- Superb communication skills, both written and verbal
- Passion for the nonprofit sector and volunteer-driven organizations
- Excellent knowledge of office and/or data management alongside administrative procedures
- Experience working in a fast-paced work environment and exhibiting poise under stress
- Tremendous interpersonal skills and proven success in connecting with a variety of cohorts
- Ability to analyze and consolidate complex systems and information

Please review my attached resume for further knowledge. I urge you to consider me earnestly for this position. I can be reached at any time via email at {email address} or cell phone at {phone number}. I look forward to hearing from you and discussing how I and your institution can symbiotically contribute to and benefit one another.

Most sincerely,  
{Applicant's Full Name}

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<sup>i</sup> This is a sample cover letter and intended to be an example of how to express your unique interest in a role and organization, using your background and passions as support. Please do not copy or use exact language.