

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

[Hiring Manager Name]
[Organization Name]
[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Environmental Protection Pro Bono Coordinator position at [Organization Name]. With a background in [Your Field, e.g., Environmental Law/Project Management] and a commitment to sustainability, I am eager to manage your volunteer legal and technical programs to protect our natural resources.

In my previous role at [Previous Company/Organization], I successfully coordinated [Number] volunteers and streamlined the intake process for environmental advocacy cases. I have experience bridging the gap between professional experts offering free services and underserved communities facing environmental injustices. My ability to track case progress and maintain relationships with law firms and scientific consultants will allow me to contribute effectively to your mission.

I am particularly drawn to [Organization Name] because of your recent work on [Specific Project or Initiative]. I am confident that my organizational skills and passion for environmental policy make me an ideal candidate to expand your pro bono network.

Thank you for your time and consideration. I look forward to discussing how my experience can support your environmental protection efforts.

Sincerely,

[Your Signature]

[Your Printed Name]