

[Your Full Name]  
[Your Address]  
[City, State, Zip Code]  
[Phone Number]  
[Email Address]

[Date]

[Hiring Manager Name]  
[Title]  
[Foundation/Organization Name]  
[Foundation Address]  
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the [Job Title] position at [Foundation Name], as advertised. With a professional background in [Your Field/Industry] and a deep commitment to [Foundation's Specific Mission/Cause], I am eager to contribute to your organization's impactful work.

Throughout my career, I have developed a robust foundation in [Skill 1], [Skill 2], and [Skill 3]. At [Previous Organization], I successfully [Briefly mention a quantifiable achievement related to grant-making, community outreach, or operations]. This experience has provided me with the strategic perspective necessary to support [Foundation Name]'s philanthropic goals and community initiatives.

I am particularly drawn to [Foundation Name] because of your recent work in [Specific Program or Initiative]. My ability to [mention a specific professional strength, e.g., manage complex stakeholder relationships or analyze data trends] aligns closely with the requirements of this role and the overarching values of your foundation.

Thank you for your time and for considering my application. I welcome the opportunity to discuss how my professional foundation and dedication to your mission can benefit your team.

Sincerely,

**[Your Name]**