

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

Re: [Job Title] Application

I am writing to express my strong interest in the [Job Title] position at [Company Name]. Having built a successful career in grant writing and institutional advancement, I am eager to pivot my expertise in relationship management, persuasive storytelling, and revenue growth into a Business Development role within your organization.

Throughout my tenure as a Grant Writer, I have secured over \$[Amount] in funding by identifying strategic opportunities and aligning organizational goals with stakeholder priorities. This role required a high level of market research, competitive analysis, and the ability to navigate complex procurement cycles—skills that directly translate to identifying and closing new business leads. I possess the unique ability to distill technical value propositions into compelling narratives that resonate with decision-makers.

Key highlights of my background that align with your business development needs include:

- **Strategic Prospecting:** Proven track record of identifying high-value partners and navigating diverse stakeholder landscapes.
- **Proposal Excellence:** Expertise in managing end-to-end proposal lifecycles and delivering high-stakes presentations under tight deadlines.
- **Relationship Management:** Experience in cultivating long-term institutional partnerships and maintaining a robust pipeline of opportunities.
- **Data-Driven Results:** Consistent history of meeting and exceeding annual revenue targets through meticulous planning and execution.

I am drawn to [Company Name] because of [mention a specific project, company value, or market achievement]. I am confident that my analytical approach and my ability to build trust with sophisticated clients will allow me to contribute immediately to your sales and growth objectives.

Thank you for your time and consideration. I look forward to discussing how my background in strategic communication and revenue generation can support the continued success of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]