

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

[Date]

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

Dear [Hiring Manager Name or Search Committee],
I am writing to express my enthusiastic interest in the Grant Writing Internship at [Organization Name], as advertised on [Where you saw the posting]. As a [Your Current Year/Major] student at [Your University] with a strong passion for [Mission of the Organization], I am eager to contribute to your development team and learn the intricacies of institutional fundraising.

My academic background has provided me with a solid foundation in [Relevant Skill, e.g., technical writing, research, or policy analysis]. During [Previous Experience or Specific Project], I successfully [Action Detail, e.g., synthesized complex data into a concise report / managed multiple deadlines for a research project]. These experiences have honed my ability to communicate persuasive narratives and maintain the meticulous attention to detail required for successful grant proposals.

I am particularly drawn to [Organization Name] because of your recent work in [Specific Program or Achievement]. I am eager to apply my skills in [Skill 1] and [Skill 2] to assist your team in identifying funding opportunities and drafting compelling applications that support your vital mission.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background and enthusiasm for [Field/Cause] can benefit the development efforts at [Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]