

**[Your Full Name]**

[Your Phone Number] | [Your Email Address]

[Your Portfolio Link or LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Arts Organization Name]

[Organization Address]

**RE: Grant Writer Position - [Job ID/Reference if applicable]**

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the Grant Writer position at [Arts Organization Name]. As a professional with a deep appreciation for [Specific Art Form/Cultural Sector] and [Number] years of experience in development and technical writing, I am eager to help secure the funding necessary to sustain your organization's creative mission.

In my previous role at [Previous Organization], I successfully managed a grant calendar that secured \$[Amount] in funding from municipal, state, and private foundations. My approach involves a blend of meticulous data analysis and compelling storytelling, ensuring that the artistic merit of a project is translated into the specific language and metrics required by grant-making bodies.

My qualifications include:

- Proven track record in researching and identifying new federal, corporate, and private foundation prospects.
- Expertise in drafting narratives for operating support, project-based grants, and capital campaigns.
- Strong ability to collaborate with Artistic Directors and Program Managers to develop realistic budgets and measurable outcomes.
- Experience in post-award reporting and maintaining long-term relationships with program officers.

I have long admired [Arts Organization Name]'s commitment to [mention a specific project, exhibition, or community program]. I am confident that my ability to articulate the social and cultural impact of the arts will make me a valuable asset to your development team.

Thank you for your time and for the opportunity to contribute to the vibrancy of [City/Region]'s cultural landscape. I look forward to discussing how my skills align with your upcoming fundraising goals.

Sincerely,

[Your Signature]

[Your Printed Name]