

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

[Date]

[Hiring Manager Name]
[Title]
[Institution/Organization Name]
[Department Name]
[Street Address]
[City, State, Zip Code]

Dear [Hiring Manager Name or Search Committee],

I am writing to express my enthusiastic interest in the [Job Title] position at [Organization/University Name], as advertised on [Where You Saw the Ad]. With a background in [Your Degree/Field] and [Number] years of experience in securing funding for educational initiatives, I am confident in my ability to help [Organization Name] achieve its mission of [Specific Mission Goal].

Throughout my career, I have successfully secured over \$[Total Amount] in grants from federal, state, and private foundations. At [Previous Employer], I spearheaded the proposal for the [Specific Grant Name] which resulted in [Specific Outcome or Program Launch]. My expertise lies in translating complex pedagogical concepts into compelling narratives that resonate with diverse funding bodies, including [List 2-3 Grantor Types, e.g., Department of Education, NSF, or Private Foundations].

I am particularly drawn to [Organization Name] because of your commitment to [Specific Program or Value]. My technical proficiency in [List Tools, e.g., GrantHub, Raiser's Edge, or Excel] and my ability to collaborate with faculty and stakeholders ensure that every proposal is not only persuasive but also operationally sound.

I have attached my resume and a portfolio of successful grant abstracts for your review. I look forward to the possibility of discussing how my experience in education-focused development can contribute to the continued growth of [Organization Name].

Sincerely,

[Your Signature]

[Your Printed Name]