

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the **[Job Title]** position at **[Organization Name]**. With a background in **[Your Degree/Field]** and a proven track record of securing funding for environmental initiatives, I am eager to contribute to your mission of **[Organization's Core Goal, e.g., wildlife conservation/renewable energy]**.

During my previous role at **[Previous Organization]**, I successfully managed the full grant lifecycle, from prospect research to post-award reporting. I authored winning proposals for **[List 1-2 Specific Grant Types or Agencies]**, resulting in **[\$Amount]** in funding. My approach combines technical scientific understanding with compelling storytelling to translate complex environmental data into persuasive narratives for private foundations and government agencies.

I am particularly drawn to **[Organization Name]** because of your recent work on **[Specific Project or Program]**. My expertise in **[Specific Skill, e.g., NEPA compliance, impact modeling, or donor relations]** aligns with your current strategic goals. I am confident that my ability to synthesize environmental metrics with financial requirements will help scale your impact.

Thank you for your time and for the vital work you do for our planet. I look forward to the possibility of discussing how my grant-writing experience can support **[Organization Name]**'s continued growth.

Sincerely,

[Your Signature]  
[Your Printed Name]