

[Your Full Name]

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile/Portfolio URL]

[Date]

[Hiring Manager Name]

[Title]

[Foundation/Organization Name]

[Street Address]

[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my interest in the [Job Title] position at [Foundation Name]. With a proven track record of securing over \$[Total Amount] in grant funding and a deep commitment to [Area of Focus, e.g., social justice/environmental conservation], I am confident in my ability to advance your mission through strategic storytelling and meticulous proposal development.

In my previous role at [Current/Previous Organization], I was responsible for managing the full grant lifecycle—from prospect research and letter of inquiry (LOI) submission to final reporting. My notable achievements include:

- [Achievement 1: e.g., Increasing grant revenue by X% within one year.]
- [Achievement 2: e.g., Securing a multi-year \$XXX,XXX grant from the XYZ Foundation.]
- [Achievement 3: e.g., Streamlining the internal reporting process to ensure 100% compliance.]

My approach to grant writing combines data-driven impact metrics with compelling narratives that resonate with institutional priorities. I am particularly drawn to [Foundation Name]'s recent initiative regarding [Specific Project or Goal], and I am eager to leverage my expertise in [Specific Skill, e.g., federal grant management or donor relations] to help scale your impact.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my background in technical writing and fund development can support the continued growth of [Foundation Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]