

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile/Portfolio URL]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the **Grant Research Specialist** position at [Organization Name]. With a background in [Your Field/Education] and a proven track record of identifying strategic funding opportunities, I am confident in my ability to strengthen your organization's financial sustainability through rigorous research and data-driven insights.

In my previous role at [Previous Organization], I was responsible for managing a pipeline of [Number] potential donors and successfully identifying grants that led to \$[Amount] in secured funding. My expertise lies in navigating complex databases, analyzing funder priorities, and ensuring a precise match between organizational needs and foundation missions. I am highly proficient in utilizing tools such as Foundation Directory Online, Devex, and [Other Specific Software].

What draws me to [Organization Name] is your commitment to [Specific Project or Mission]. I am eager to apply my skills in prospect research, eligibility assessment, and deadline management to help your team achieve its upcoming goals for [Current Year/Fiscal Cycle].

I have attached my resume for your review and welcome the opportunity to discuss how my research methodology can support [Organization Name]'s growth. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]