

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Title]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Hiring Manager Name or "Search Committee"],

I am writing to express my strong interest in the [Job Title] position at [Organization Name]. With a background in [Number] years of grant writing and a deep commitment to [Specific Human Services Cause, e.g., housing stability/youth development], I am eager to contribute to your mission of [Organization's Mission Statement].

Throughout my career, I have successfully secured over \$[Amount] in funding from federal, state, and private philanthropic sources. My expertise lies in translating complex program data into compelling narratives that resonate with donors. At my previous role with [Previous Organization], I [Specific Achievement, e.g., increased grant revenue by 20% or successfully managed a portfolio of 15 recurring grants].

I am particularly drawn to [Organization Name] because of your recent work in [Specific Project or Initiative]. I understand the unique challenges of the human services sector, including the necessity for rigorous compliance and outcome-based reporting. I am confident that my skills in prospect research, collaborative program design, and meticulous grant management will help sustain and expand your vital community services.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the strategic goals of [Organization Name].

Sincerely,

[Your Signature]