

[Full Name]
[Address/City/Country]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio Link]

[Date]

[Hiring Manager Name]
[Title]
[Organization Name]
[Department/Office Location]

Dear [Mr./Ms./Mx. Last Name],

Regarding the [Job Title] position advertised for [Organization Name], I am writing to express my interest in contributing to your mission of [specific mission, e.g., food security/global health/economic empowerment]. With [Number] years of experience in international development and a proven track record of securing funding from [list major donors like USAID, EU, FCDO, or specific foundations], I am confident in my ability to expand your program portfolio.

In my previous role at [Previous Organization], I led the development of complex, multi-million dollar proposals for projects across [Regions/Countries]. My technical expertise includes [mention specific skills, e.g., Theory of Change development, Logical Frameworks, Budgeting, and M&E alignment]. Notably, I successfully secured a \$[Amount] grant for [Project Name], which involved coordinating with diverse stakeholders, field offices, and technical experts under tight deadlines.

I am particularly drawn to [Organization Name]'s recent initiatives in [mention a specific recent project or report]. My background in [mention a specific niche, e.g., climate resilience or gender mainstreaming] aligns directly with your current strategic goals. I am adept at translating technical program data into compelling narratives that resonate with institutional donors and private philanthropists alike.

I am eager to bring my cross-cultural communication skills and strategic fundraising approach to your team. Thank you for your time and consideration of my application. I look forward to the possibility of discussing how my experience can support [Organization Name]'s impact goals.

Sincerely,

[Signature]

[Typed Name]