

[Your Full Name]
[Street Address]
[City, State, Zip Code]
[Phone Number] | [Email Address]
[LinkedIn Profile URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Grant Writer** position at [Organization Name]. With a proven track record of securing [Dollar Amount] in grant funding and [Number] years of experience in the nonprofit sector, I am eager to leverage my technical writing and strategic research skills to support [Organization Name]'s mission of [Organization Mission/Core Focus].

In my previous role at [Previous Organization], I was responsible for managing the full grant lifecycle—from identifying prospective foundations to post-award reporting. My key accomplishments include:

- Successfully securing a \$[Amount] grant from [Foundation Name] for [Specific Program].
- Increasing grant application volume by [Percentage]% through streamlined research and template optimization.
- Maintaining a [Percentage]% win rate by cultivating strong relationships with program officers and stakeholders.

I am particularly drawn to [Organization Name] because of your recent work on [Specific Project or Initiative]. I am confident that my ability to translate complex program data into compelling narratives will help expand your funding portfolio and ensure the long-term sustainability of your initiatives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in strategic fundraising can contribute to the continued success of [Organization Name].

Sincerely,

[Your Signature]
[Your Printed Name]