

[Your Full Name]
[Your Address]
[City, State, Zip Code]
[Phone Number]
[Email Address]

[Date]

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

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

I am writing to express my enthusiastic interest in the *[Job Title]* position at *[Organization Name]*. As a dedicated grant writing professional with a passion for *[Area of focus, e.g., youth development/environmental advocacy]*, I have long admired your organization's commitment to *[specific mission or recent project]*.

Throughout my career, I have secured over *[\$ Amount]* in funding from private foundations, corporate giving programs, and federal agencies. My expertise lies in translating complex program goals into compelling narratives that resonate with diverse funders. In my previous role at *[Previous Organization]*, I successfully increased grant revenue by *[Percentage]* within *[Timeframe]* by identifying untapped funding streams and refining the proposal submission process.

I am particularly skilled in:

- Conducting thorough prospect research and maintaining a robust grant calendar.
- Collaborating with program staff to gather quantitative data and qualitative impact stories.
- Managing post-award reporting and ensuring strict compliance with donor requirements.
- Cultivating long-term relationships with foundation officers.

The mission of *[Organization Name]* aligns perfectly with my professional background and personal values. I am eager to bring my strategic storytelling and technical writing skills to your team to help secure the resources necessary to drive *[Specific Impact Goal]*.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience can contribute to the continued growth and sustainability of *[Organization Name]*.

Sincerely,

[Your Signature]

[Your Typed Name]