

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

[Date]

[Hiring Manager Name]
[Title]
[Nonprofit Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Hiring Manager Name/Search Committee],

I am writing to express my enthusiastic interest in the [Job Title] position at [Nonprofit Organization Name]. With a proven track record in grant research, narrative development, and securing funding for [specific cause/sector], I am eager to contribute to your mission of [Organization's Mission].

In my previous role at [Previous Organization], I was responsible for managing the full grant lifecycle. My efforts resulted in [Percentage/Dollar Amount] increase in award funding by successfully targeting [Type of Foundations/Government Agencies]. I specialize in translating complex program data into compelling human-centric stories that resonate with diverse donor audiences.

I am particularly drawn to [Nonprofit Organization Name] because of your recent work in [Specific Program or Initiative]. My experience in [Specific Skill, e.g., Federal Grant Compliance or Corporate Partnerships] aligns perfectly with your current goals to expand [Specific Project].

I have enclosed my resume and a portfolio of successful grant abstracts for your review. I look forward to the possibility of discussing how my writing expertise and strategic approach to fundraising can help sustain and grow the vital programs at [Nonprofit Organization Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]