

[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/Search Committee],

I am writing to express my strong interest in the Senior Grant Writer position at [Organization Name]. With over [Number] years of experience in high-level grant development, a proven track record of securing [Dollar Amount] in funding, and a deep commitment to [Area of Mission], I am confident in my ability to significantly enhance your organization's philanthropic revenue and strategic growth.

In my most recent role as [Current/Previous Job Title] at [Organization], I spearheaded the end-to-end grant lifecycle for a complex portfolio. My key achievements include:

- Securing a [Amount] multi-year grant from [Type of Funder: Federal/Foundation/Corporate] to support [Specific Project].
- Developing and managing a comprehensive grant calendar that increased submission volume by [Percentage]% annually.
- Collaborating with program staff and executive leadership to translate complex data into compelling narratives that align with funder priorities.
- Achieving a [Percentage]% success rate on new funding proposals through rigorous prospect research and relationship cultivation.

Beyond technical writing, I possess a strategic understanding of the philanthropic landscape. I am adept at navigating federal portals (Grants.gov), managing post-award reporting, and mentoring junior development staff. My approach combines data-driven storytelling with meticulous attention to detail, ensuring that every proposal is not only compliant but resonates deeply with the reviewer.

I am particularly drawn to [Organization Name] because of your recent work in [Specific Program or Initiative]. I am eager to leverage my expertise in [Specific Skill, e.g., Federal Grant Compliance or Corporate Social Responsibility] to help your team achieve its long-term sustainability goals.

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]