

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

[Date]

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

Dear [Hiring Manager Name/Search Committee],

I am writing to express my strong interest in the Grant Writer position at [Organization Name], as advertised on [Source]. With a background in social services and a proven track record of securing funding through federal, state, and private foundation grants, I am eager to contribute to your mission of [Organization's Mission/Core Focus].

In my previous role at [Previous Organization], I was responsible for the full grant lifecycle—from prospect research and program design to submission and compliance reporting. During my tenure, I successfully secured over \$[Dollar Amount] in funding, which directly supported initiatives such as [Specific Program or Population Served]. My experience has taught me how to translate complex social service metrics into compelling narratives that resonate with diverse donor priorities.

My approach to grant writing combines rigorous data analysis with empathetic storytelling. I am particularly drawn to [Organization Name] because of your recent work in [Specific Project or Impact Area]. I am confident that my ability to collaborate with program staff to gather qualitative data and my meticulous attention to reporting requirements will help sustain and expand your vital community services.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my grant-writing expertise can help [Organization Name] achieve its fundraising goals and continue its positive impact on the community.

Sincerely,

[Your Signature]

[Your Typed Name]