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Mary Jones
(208) 123-4567

8910 Main, Moscow, ID 12345

March 15, 20xx

Patricia Johnson, Director
XYZ Nonprofit Organization
1234 West 56th Street
Moscow, ID 12345

Dear Ms. Johnson:

I am excited to be applying for the position of Grant Writer for XYZ Nonprofit Organization. Dr. Jones, a professor at the University of Idaho and one of your volunteers, suggested I apply. XYZ has impressed me with its mission and dedication to providing help for the needy in our community. Community service has been an important part of my life since my first experiences volunteering in the soup kitchen as a teenager in my home town of Moscow, Idaho.

My Bachelor of Arts in English, with a professional writing emphasis, and my training in proposal writing makes me particularly qualified for this position. Recently, I wrote successful grant proposals for two local nonprofits, including a \$10,000 grant to fund wheelchair ramps for the Retired Senior Volunteer Program and a continuation grant for the Boys and Girls Club. Last year, I assisted in finding seed money for several local small business start-ups through the Small Business Development Association. My studies included business college courses and training from the Grant Writing Institute which focused on 501(c) (3) organizations. This solid knowledge base and my hands-on grant writing experience will be assets to your organization.

My time management and organization skills are demonstrated by my excellent grades as a student while volunteering 15+ hours a week for community and campus service projects. During my education and volunteer experiences, I developed proficiency in the Microsoft Office Suite of programs, including database management and other spreadsheets.

My passion is to help the needy in our community. I have witnessed how even a small amount of assistance and compassion can make a huge impact in someone's life. For example, a wheelchair ramp can allow a disabled person to go out and enjoy their yard, leading to a better quality of life.

Thank you for your consideration. I look forward to further discussing my skills and experience, and how I can benefit your organization and help XYZ continue to make a difference in Moscow. I will contact you in a couple of days to see if you have all the information you need for my application. I may be reached at (208) 123-4567 or myemail@email.com.

Sincerely,

Mary Jones

Resume enclosed