

[Date]

[Hiring manager or supervisor name],

I am thrilled to be applying for [role] at [company]. The second sentence should speak to purpose: designing and implementing, leading grant and funding initiatives.

Paragraph one: Highlight three key points of your current role that connect to the role being applied for. This can be a bulleted list.

Paragraph two: Highlight three key points of a secondary role that connect to the role being applied for. If you have only held one role, use an example from a professional development or role held in an academic setting.

Paragraph three: [only if relevant - one line] I have also served [board service], which is applicable to...I have been recognized throughout my career for successfully...[achieving stated objectives].

Conclusion: I look forward to discussing how I can bring [experience] to [company] as we continue to [action of the company applying to].

Thank you,
[Name]