

THIS IS COVER LETTER WRITTEN BY JOE CONNOR THAT RESULTED IN INTERVIEWS FOR LH. ONLY THE CLIENTS NAME, PERSONAL CONTACT INFORMATION AND COMPANY TITLE AND JOB TITLE HAVE MODIFIED FOR PRIVACY. PROSPECTIVE CUSTOMERS INTERESTED IN SPEAKING WITH THIS CLIENT, PLEASE EMAIL JOE CONNOR.

LH

Address, City, State Zip ~ (XXX) XXX-XXXX ~ abc@xyz.net

Dear Mr./Ms. Hiring Manager:

This letter is to express my strong interest in bringing my proven track record of securing multi-million dollar funding for key programs to your organization in the role of JOB TITLE. As my attached resume indicates, I am a top-notch, persuasive grant writer with more than 10 years of experience, with results that have positively impacted thousands of community members. Among my career highlights:

- Secured \$3 million grant from U.S. Department of Housing and Urban Development for the City of San Diego Healthy Homes project, which helped community members.
- Managed San Diego Regional Asthma Coalition and National City Asthma Project after successful securing \$725,000 and \$150,000 in funding, respectively.
- Led the development and implementation of the San Diego Childhood Asthma Initiative with multiple partners in 2001, securing \$2.45 million, a program which continues today in various forms.
- Delivered formal presentations to board of directors as well as up to 30 community members, and submitted quarterly reports to funding donors, showcasing how funds were making a positive impact.
- Managed annual budget of \$1.5 million while supervising a staff of up to 10 personnel, including hiring and training; hold Masters Degree in Public Health.

I am particularly skilled in all aspects of program development and training as well as project coordination, and have a demonstrated track record of successfully creating and developing community partnerships with city and county governments.

I would be an immediate and long-term asset to your organization and will be calling you within the following week to schedule an interview. Until then, should you have any questions, I can be reached at the number listed above or via email. (If no follow up call allowed as posted in an advertisement, then delete the last two sentences and simply close with, "I would welcome an interview").

Sincerely,

LH