

Client Name

Date

Name

Title

Company Name

Address

City, ST

Dear (Name or Hiring Manager):

In my search for a new challenge in grants coordination field where I can leverage my expertise in Documentation Management, Applications Processing, Relationship Building, Technical Assistance, and Data Analytics. I was pleased to find (Company Name)'s opening for a (Position Title). Eager to learn more about this exciting opportunity, I have enclosed my resume for your review.

As my career profile illustrates, I am well-prepared to meet and exceed your expectations. I am accustomed to the rigors of fast-paced, highly-regulated environments requiring sharp attention to detail, consummate accuracy, and outstanding communication skills. I have benefited my employers and clients with a strong sense of discipline, a professional dedication to excellence, and a willingness to go 'beyond' to ensure success. If given the opportunity, my combination of leadership abilities and practical experience will be of immediate benefit to your organization. Also, I will work tirelessly to deliver similar results for (Company Name) while partnering with your staff to accelerate the achievement of your immediate and long-range goals.

Further, here are some of my past achievements:

- Leveraged experience with legal matters and state regulations regarding real estate sales process.
- Provided best possible experience for clients and resolve problems as quickly as possible.
- Upheld studio rules / regulations and facilitated in encouraging healthy environment and practices for clients.

In me, (Company Name) will gain a diligent, goal-oriented professional with the agility, dedication, and focus required to successfully fill the role of (Position Title). As such, I would welcome the opportunity to meet and discuss this opening in detail.

Thank you for your consideration. I look forward to hearing from you!

Sincerely,

Jamie Smith

Enclosure: Resume