

## **Grant Accountant Cover Letter Sheet**

**Mr. George Walton**  
**Finance Manager**  
**HQ Capital**  
3011 E 51st St,  
Kansas City, MO 64112

**Subject: Application for Grant Accountant position**

Dear Mr. George,

I am excited to be applying for the Grant Accountant position at the HQ Capital for a Better Tomorrow. I have more than five years of experience as a Grant Accountant and I am confident that I have the skills and qualifications that would make me the perfect candidate for this role.

I have a proven track record of successfully managing and administering grants. I am highly skilled in preparing and submitting grant proposals, tracking and reporting on grant expenditures, and maintaining accurate and up-to-date grant files. I am also experienced in developing and managing budgets.

In my previous role at the United Way, I was responsible for managing a portfolio of grants totaling more than \$1.5 million. I was able to successfully meet all reporting deadlines and ensure that all expenditures were in compliance with the grant terms and conditions. I also have experience working with a variety of accounting software, including QuickBooks and Excel.

I am confident that I have the skills and experience that you are looking for in a Grant Accountant. I am eager to use my skills and experience to help the Foundation for a Better Tomorrow achieve its goals. I look forward to hearing from you soon.

Sincerely  
**Andrew Gary**  
Your Signature