

# Grants Administrator Cover Letter

6624 Abernathy Manor  
Port Hanh, ND 04806

**Dear Lennox Schamberger,**

In response to your job posting for grants administrator, I am including this letter and my resume for your review.

Previously, I was responsible for ongoing education and training for team members, which include eRA@Duke initiatives, financial systems, accounting principles, and Duke/Federal/sponsor policies and procedures.

Please consider my qualifications and experience:

- Research applicable federal, state, and local laws, rules, and regulations
- Research topics related to behavior and academic intervention
- Draft correspondence for schools, vendors, and granting authorities
- Perform miscellaneous administrative functions including filing, mailing, organizing meetings, data entry, etc
- Tactfully address sensitive issues
- Assess complex situations and provide solutions
- Solve problems through a comprehensive team approach
- Convey a positive, proactive attitude with all stakeholders/customers

**I really appreciate you taking the time to review my application for the position of grants administrator.**

Sincerely,

Greer Dibbert