

# Grants Administrator Cover Letter

4718 Hessel Square  
New Annalisaport, OK 49315

**Dear Lennox Sauer,**

I would like to submit my application for the grants administrator opening. Please accept this letter and the attached resume.

In the previous role, I was responsible for advice to faculty and staff regarding sponsored research administration issues and interprets a broad range of sponsor policies, government regulations, and terms and conditions.

My experience is an excellent fit for the list of requirements in this job:

- Exhibit appropriate professional behavior in a variety of complex situations
- Relevant experience in budgeting, progressive accounting, payments, account reconciliation and award/contract administration
- Prior experience working with program support with civil society organizations highly desirable
- Proficiency with MS Office Suite, specifically Word, Excel, Outlook
- Knowledge of general accounting principles, and the application of general accounting theories
- Proficiency with MS Office applications, and expert knowledge of Excel, and Word
- Demonstrate strong analytical skills, excellent judgment in problem-solving and decision making
- Demonstrate excellent interpersonal skills and respond to inquiries in a courteous and professional manner

**Thank you in advance for reviewing my candidacy for this position.**

Sincerely,

Indigo Hudson