

Grants Administrator Cover Letter

947 Deckow Tunnel Smithshire, SD 48132

Dear Baylor O'Keefe,

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 monitoring of grants and contracts to ensure expenses are aligned with sponsor and federal expenditure guidelines being paid according to contracts.

I reviewed the requirements of the job opening and I believe my candidacy is an excellent fit for this position. Some of the key requirements that I have extensive experience with include:

- Experience with the administration of both federal and foundation grant funding
- Experience with NIH policies and sponsored research regulations including A-21 and A-110
- Knowledge of grant applications, grant awards & grants management
- Knowledge & experience with federal grants and contract requirements for state government agencies is preferred
- Considerable skill & experience in analyzing, summarizing, & communicating detailed financial information
- Considerable organizational & analytical abilities
- Extensive skills & experience in the use of computer software, including spreadsheets, word processing & various financial software
- Experience in identifying, documenting, & implementing business improvement processes

Thank you for your time and consideration.

Sincerely,

Stevie Padberg