[Date]

Dear [Employer Name]:

I am pleased to inform you that I have recently earned the Grant Professional Certified (GPC) credential. This credential is a testament to the expertise I have developed during [##] years at [Organization] and [##] years in the grant profession.

The GPC credential, which has been administered since 2007, is the only experience-based exam of its kind for professionals in grantsmanship. The [Grant Professionals Certification Institute](https://www.grantcredential.org/) maintains the ongoing validity of the credential through its job analysis, psychometric review, and ongoing monitoring of the GPC exam. The GPC is the first professional credential for individuals working in the grants field to be recognized by the National Commission for Certifying Agencies (NCCA).

The GPC credential evaluates grant professionals based on key competencies that include building an effective grant application as well as project design, funding research, organizational development, ethics, grant management, funder cultivation, and professionalism.

For fields such as mine which have no recognized academic degree, certification is the most authoritative and independent measure by which to determine one’s experience, skill and knowledge, as defined by one’s peers.

The GPC also signifies to [Organization’s] current and potential supporters that we will be effective stewards of their grant funding in support of our shared goals.

With my Grant Professional Certified credential, I will continue to be an example of professionalism to my team members, share my expertise with them, and secure funding partners to support programs and projects for the communities we serve.

Sincerely,

[Name], GPC

[Job Title]

