**John Smith**

Eagle River, AK 99577

(907) xxx-xxxx

February 25, 2015

Addressee

Company  
Address  
CSZ

Dear Mr. Recryter,

Your recent announcement seeking a Director of Project Management that has the ability to work with all types of people and deliver outstanding results came to my attention while researching local businesses of your size and complexity. Would you please consider my experience and skills in light of your needs?

|  |  |
| --- | --- |
| You seek | I offer |
| Bachelor’s degree – business, public administration, education | BS in Business - University of Pittsburgh 2001  Master’s in Education – Robert Morris University 2010 |
| Experience with public policy and legislative process | As Paralegal Liaison, coordinated issue resolution with the Alaska Governor’s Office and congressional staff |
| Large scale project management | Experience leading $11.5M technical training program |
| Minimum 3 years progressively responsible experience in communications, administration, and project management | 3+ years as director of military flying organization, 2 years government contract oversight, 2+ years communicating organizational status to stakeholders; supervised Habitat for Humanity building project |
| Ability to handle multiple tasks in fast-paced environment | Experience supervising 24/7 all-source competitor intelligence collection center for 54 regions in 16 countries |
| Well organized, flexible, and able to work calmly and productively under pressure | Supervisory experience controlling operations for fleet transportation (459 vehicles and aircraft) simultaneously during training and real world operations |
| Self-directed and self-motivated | Paralegal Liaison for 4,000 personnel, prepared firm to achieve “excellent” and “highly effective” ratings |
| Excellent listening, verbal, written communication | Developed actionable problem statements for 186+ issues by conducting sensing sessions in order to determine root cause |
| 3 years experience working for large scale educational institution | 5 years as instructor and executive at qualification training organization responsible for 5,500 personnel |
| Experience coordinating multiple projects simultaneously | Development experience supervising integrated training for 15 separate technical and leadership positions |
| Prior managerial and supervisory experience | 4+ years as executive director of 143 personnel |
| Experience working with legal counsel | Determined personnel actions and conclusions for 9 investigations based on advice and legal sufficiency |
| Experience with public processes | Made youth program proposal to community church leadership team endorsed by whole congregation |
| Experience with sensitive and confidential materiel and compliance with laws | As Paralegal Liaison, maintained confidentiality of complainants and ensured compliance with regulations |

Thank you for presenting this great challenge and opportunity. May I call your office March 10th in order to ascertain that you have what you need, and see what else I can do to help aid your search? If you prefer to call, please reach me at   
907-xxx-xxxx.

Sincerely,

John Smith