

[Human Resources]

Jane Marsh
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Ms. Barbara Blank
Blank Projects, Inc.
4500 Riverfront Drive
River City, IL 56565

Greetings Ms. Blank:

I am an accomplished professional with over seven years of administrative experience in the educational field. Your advertisement for a Director of Employee Development greatly interested me, and I am now exploring opportunities to take my skills into the private sector. I believe that my skills in management, marketing, and communications would make me an ideal candidate for this position.

I am a highly motivated, results-oriented individual with the proven skills to train, motivate, and lead both small and large groups. My years as an educator have sharply honed my communication skills and have trained me to handle multiple projects efficiently. My collaboration with faculty, staff, and students has deepened my understanding in working effectively with individuals and groups from diverse economic, social, and educational backgrounds. I also have generalist experience in Human Resources and am well versed in program planning and development, as well as problem and conflict resolution.

Such a short summary simply cannot convey the benefits I can provide your organization. I would welcome the opportunity to personally discuss your needs and goals and how my experience could benefit your organization. I look forward with anticipation to your positive response. Thank you for your consideration.

Sincerely,

Julie Marshall