

SPARK YOUR RESUME

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Today's Date*

Hiring Manager

Company Name

City, State

Posting ID#

RE: Position Title*

Dear Hiring Manager:

Hard work and commitment to excellence – These are the unique and uplifting characteristics needed in today's workforce and that is exactly what I demonstrate. My creativity, drive, and positive attitude have helped the organizations grow in a competitive field. They are representative of the value I would offer as a member of your team. It was with great interest that I read your advertisement for a <Position Title*> at <Company Name*> and I believe I am the perfect candidate for your consideration. As you'll see on the enclosed resume, the depth of my experience offers you the opportunity to hire a multi-talented professional -- one who can begin being productive at once.

In my most recent position as the XXX, I have demonstrated a tremendous ability to support and maintain numerous program objectives. While my current role is very rewarding, I'm ready for a more impactful position with a leading organization. I'm eager to get involved with <Company Name*> current projects involving project management, customer relations, human resources, staffing, and operations as I believe this is the direction, we must go to accomplish [the stated goal of the organization*].

I am a natural leader who can be tapped in the workplace for commercial and operational leadership of key strategic initiatives. What sets me apart is my willingness to push the envelope in terms of what is possible for a business, as well as my courage in defining and forging a new path forward—a path that more often than not leads to breakthrough achievements and propels the business to new heights of success and growth.

The following are the more detailed highlights of my knowledge and accomplishments:

- Provided exemplary leadership to 90+ school community members (8 distinct department families), **leading a yearly budget of approximately \$500,000.**
- Devised and implemented the logistics of daily arrival and dismissal procedures for ~ 900 elementary students, **continuously improving the comprehensive strategy for school-based operations.**
- Led the classified and certified staff selection (developing interview protocol, screening applicants, scheduling interviews and select panel, and conducting reference check of potential new hire), **filling 60% of the vacancies.**

I believe in doing what's right. I have showcased role model inclusive behavior and always held myself and others to the highest ethical standards. I possess the gravitas, emotional intelligence, commerciality, and adaptability to constructively advise the staff, managers, and their teams. Being a strategic thinker, I have had an equal 'hands-on' approach and attitude and delivered results by leading from the front and today I seek a highly rewarding senior position. I look forward to meeting with you in a personal interview to discuss further your goals at <Company Name*> and how I might help you achieve them.

Sincerely,

XX

<Enclosure: Resume>