

THAT OTHERS MAY RISE

Paul Miller, founder.director@thatothersmayrise.org

Example Only

Month XX, 20XX

Name

Address

Phone: 111-111-1234

Email: XXXX

To Whom It May Concern,

First, thank you for the opportunity and consideration to be a part of your team. I know my many years of experience in XXX and XXX have specifically prepared me for a position with the (whoever you are applying to). During my career I have worked as a leader, administrator, advisor, clerk, and program support assistance (use what fits), assisting with and guiding a myriad of programs through hands on work, analysis, evaluations, and fiscal prudence. I want to bring that knowledge and insight gained through these various experiences to XXXX.

I have worked in a variety of positions and contribute my success to respecting others, knowing my job, and being professional in every aspect of my work. I started government work in 20XX to take on a once in a lifetime experience of serving our veterans (only use what fits), I want to continue that role with (change to fit the organization you are applying to). I am a team player with much to offer in the way of diversity of experience. I've had the opportunity to learn how to apply policies, procedures, and the protocol necessary to apply them effectively, efficiently, ethically, fiscally, and with a team spirit. I have experience in writing reports, designing presentations, administrating processes / guidelines and much more. Combine all of this experience with my natural talents (working with people, problem solving, planning, and diplomacy) and with a grounded work ethic, you have a well-rounded candidate as part of your team.

Finally, in all the previous positions I have held, I have approached them as opportunities to serve others, be mission focused, and to serve the community. I will bring the same spirit and value-added vision to your team. It is my sincere hope that we will meet for an interview to discuss any questions you may have and a future for me with your team. Of course, please call (XXX-XXX-XXXX) or e-mail (XXX.XXX@XXXXX) with any questions or to schedule an interview.

Thank you for your time and consideration, and best regards. I am the one you want for this opportunity as a permanent and loyal team player! Consider adding any items that are relevant to the position.

Sincerely,

You can sign with a nice font to save in a PDF

Your Name