

Full Name
Phone Cell (if applicable)
Department (if applicable)
Address
Email

RE: (or alternative to MEMO:) [Role for which you are applying]

Date

Greeting (e.g. contract (either hiring or consulting))

Please address the letter and the enclosed resume to the position that I learned of through [referral].

- **Project Planning:** I have coordinated and managed projects (workshops, seminars, receptions, guest lists, etc.) and logistical references of high profile events.
- **Financial Management:** I have managed budgets and both accounts expediently, federal funds for purchases in accordance with policies and annually. I also have a year of experience research and analysis.
- **Social Media/Email Marketing:** I have managed social media book and MailChimp and strong experience with Word, Publisher and Excel. In addition to consistent use of various information databases, I have eight years' experience maintaining websites using several platforms including open source content management systems like WordPress.
- **Technical Writing:** Although primarily in the career development arena, I target written communication successfully for specified outcomes. I have assisted with speech writing, engineered educational step-by-step "how to" documents for various audiences, and created mobile optimized monthly newsletters for a local non-profit for the last year incorporating analytics into strategy.