

## Neda Job's Targeted Cover Letter Highlighting Experience (Accomplishments) and Skills

Date

Return Address, etc.

Good Morning! (Good start if you do not know name of key person.)

Enclosed is a resume for your consideration for NAME OF POSITION. The following outline gives my experience and qualifications for your advertised position.

You Want:

My Accomplishments:

Program Coordinator

Executive Director, non-profit child-care advocacy agency, administered training programs, awarded training grants (\$150,000), chaired two state conventions (600 attendees). Charter board member of GATE and county Legal Aid Corporation (also served as chair).

Administrative  
Skills/  
Professional  
Relations  
Creativity

Worked with professional and clerical staffs. Member/Officer professional organizations including (name one or two)

Work with varied audiences brings wide range of ideas and methods. Developed radio series for International Year of the Family. Developed innovative training formats for child-care advocacy group.

Public Relations

Marketed programs on radio and TV talk shows. Wrote consumer column and feature stories for local newspaper.

I look forward to discussing this information further in an interview.

Sincerely,

*signature*

NeDa Job

Enclosure

The acronym, GATE, should be spelled out if you even think your reader will not know what that means.
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