

March 2019

To the valued members of the prospective employee review team,

Thank you very much for the opportunity to explore my interest in employment with your distinguished organization.

Please allow me to share with you my professional overview and objective as reflected on my Summary of Experience.

“I am pursuing a fresh and exciting opportunity to align with other professionals who are inspiring valuable outcomes for and with their stakeholders. As a prepared and perceptive individual with extensive practical experience, my areas of expertise include stewarding positive relationships, supporting successful operations, and implementing effective administrative systems.”

Should you have any questions or wish to connect with me directly, please feel free to call or email me at any time. I am happy to share further information about myself and to talk with you about my interest in partnering with your team.

I am grateful for your thoughtful review of my Summary of Experience and for your kind consideration to connect with me regarding this unique opportunity. Again, thank you. . .

Sincerely,

Barbara A. Gress
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