

JANE DOE

123 Main Street | Anytown, USA 12345
877-875-7706 | info@greatresumesfast.com

Date:

(Contact Name)
(Contact Job Title)
(Company Name)
(Company Address)
(City, State, ZIP)

Dear Mr./Mrs./Ms. (Last Name):

AVAILABLE IMMEDIATELY: SUPPORT COORDINATION SPECIALIST WITH EXPERTISE IN:

- ✓ COORDINATION OF CARE
- ✓ CATASTROPHIC EVENT MANAGEMENT
- ✓ CHILD LITERACY
- ✓ PROPOSAL PREPARATION AND COORDINATION

As an organized and detail-oriented individual with more than 10 years' experience in administration, I believe my qualifications match your requirements. My strengths also include independent working habits and superb customer service skills. As a System Point of Entry Region 7 Office Manager for Early Steps, I was in charge of coordinating authorizations of care for children ages birth to 3 with disabilities and/or developmental delays. As a Case Manager Intern, I helped to facilitate the provision of social, medical, and housing needs of more than 2300 Hurricane Katrina evacuees in two major shelter sites.

The qualifications and professional knowledge I can bring to your organization include:

- Highly astute, energetic, and team-spirited with a strong work ethic able to tackle difficult social services cases
- Solid knowledge of Louisiana's social services providers, private and free medical clinics, and private care providers
- Superior service skills for internal and external customers as well as for individuals in crisis situations
- Preparing and coordinating writing responses to Requests for Proposals to maintain or initiate contracts
- Planning and organizing home and external team members' training documentation and conferences

In review of your company's objectives and possible openings, I believe that my experience is in perfect line with your current needs. If your company is looking for a dependable, results-oriented professional with a solid performance track, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your company. I can be reached in confidence at the above telephone number or email address and I look forward to hearing from you.

Best Regards,

Jane Doe
Enclosure: Résumé