

Address 1
Address 2
Postal Code

Phone (519)
Fax (519)
E-mail

Name

September 25, 2003

Ms. Cathy J. E. Hoffman, MPA, CHRP, CMMIII
Director, Human Resources
Municipality of Chatham-Kent
315 King St W, PO Box 640
Chatham ON N7M 5K8

Dear Ms. Hoffman:

Please accept my attached resume for the **Administrative Secretary** position with Public Works South division of the Infrastructure & Engineering Services department, advertised through Lotus Notes.

As you will notice from the attached resume, my qualifications and experience complement the responsibilities outlined in your advertisement and include over 9 years administrative experience. Through my former positions I acquired expertise in a variety of office software, including Word, Excel and PowerPoint, along with preparing letters, data entry, records management, preparing and transcribing minutes.

You will find me to be a conscientious and detail-oriented employee, who delivers quality and professionalism in every project or challenge. I thrive on working with people and helping team members achieve their objectives

I look forward to hearing from you in order to discuss this opportunity in further detail. I can be reached in the evening at (phone number) or during the day at (phone number). Please leave a message if I am not available, and I will return your call as soon as possible. Thank you for your consideration.

Yours sincerely,

(Name)

Encl.



Presented by Human Resources (The Municipality of Chatham-Kent)



John Doe

315 King St W
Chatham ON N7M 5K8
(519) 360-1998
john.doe@sympatico.ca

March 1, 2003

Mr. Jack Snow
University of Chatham-Kent
3400 Richmond St
Chatham ON N7M 5K5

Dear Mr. Snow:

Please accept my application for the **Director of Finance and Operations** position, which your company advertised in the January 6th edition of the Chatham Daily News.

As you will notice from the attached resume, my qualifications and experience complement the responsibilities outlined in your advertisement and include over 10 years' experience in Project Management. I am a conscientious and detail-oriented employee, who delivers quality and professionalism in every project or challenge. In addition to my resume, please review the following accomplishments:

- 12 years experience working with the Board of Directors for the Bank of Canada
- Ongoing education in business management
- Reduced staff by 6.5 full-time equivalent with concurrent increase in total departmental performance
- Certified Public Accountant designation

I look forward to hearing from you in order to discuss this opportunity in further detail. I can be reached in the evening at (519) 360-1998 or my cell at (519) 360-1999 during the day. Please leave a message if I am not available, and I will return your call as soon as possible. Thank you for your consideration.

Yours sincerely,

John Doe

Encl.

Your First Last Name
Your address
Your phone number

Date

Name, Title
Organization
Address
City Prov Postal

Dear Mr./Ms. Last Name:

I am interested in the Coordinator position advertised on XYZ. My resume is enclosed for your review. Given my related experience and excellent capabilities I would appreciate your consideration for this job opening. My skills are an ideal match for this position.

Your Requirements:

- Responsible for evening operations in Student Center and other facilities, including managing registration, solving customer problems, dealing with risk management and emergencies, enforcement of department policies.
- Assists with hiring, training, and management of staff. Coordinate statistics and inventory.
- Experience in the supervision of student staff and strong interpersonal skills are also preferred.
- Valid Minnesota driver's license with good driving record. Ability to travel to different sites required.
- Experience in collegiate programming and management.

My Qualifications:

- Register students for courses, design and manage program software, solve customer problems, enforce department policies, and serve as a contact for students, faculty, and staff.
- Hiring, training, scheduling and management of staff, managing supply inventory, and ordering.
- Minnesota driver's license with NTSA defensive driving certification.
- Extensive experience in collegiate programming and management.
- Excellent interpersonal and communication skills.

I appreciate your taking the time to review my credentials and experience. You can reach me during the day at (number) or during the evening at (number). Again, thank you for your consideration.

Sincerely,

Your Signature

Your Typed Name



Presented by Human Resources (The Municipality of Chatham-Kent)

