

To: Name of recipient

Subject: Career Consultant – Part-time Baltimore

Are you seeking a Certified Career Management Coach and Professional Resume Writer with a verifiable track record of exceeding client expectations? If so, I am confident my background and accomplishments will interest you.

As an experienced professional with multiple certifications in the Career Services industry, I work with a diverse group of clients – from entry-level to C-suite executives. Understanding each individual's needs and delivering the best possible solutions are what I do best. I believe that communication is the key to delivering outstanding service and therefore I take the time to truly understand each client's goals.

One aspect of my coaching covers how to identify and use various resources in a job search campaign. These resources can include networking, technology, and cold calling. Additionally, I facilitate group workshops on resume writing, interviewing, and job search strategies.

Currently, I am eager for additional opportunities to assist clients with outplacement services. I enjoy working with others and sharing my knowledge and resources. I am aware of your organization and the excellent reputation you have earned in this field and I hope you will offer me an opportunity to become part of your team.

Sincerely,

Mandy Moore
(410) 653-8901
Amoore25@gmail.com

Attachment: Resume