

NAME

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November 26, 2013

«Contact_Name»

«Contact_Title»

«Company_Name»

«Address_1»

«City», «State» «ZIP»

Dear «Salutation» «Last_Name»,

As a recent Master of Science in Organization Development and Knowledge Management graduate, I am exploring opportunities with reputable firms that lead to a fulfilling career in organization development. With this goal in mind, I have enclosed a resume for your review and consideration that briefly outlines my credentials. A summary of my accomplishments is included highlighting my capabilities in organization development, management, and research. Additionally, I would like to call your attention to the following competencies:

- **Over xx years experience** managing events, projects, and people
- Performance-driven **leader, mentor, and coach** who interfaces well at all levels.
- Proven leadership experience **simultaneously leading multiple projects, teams, and departments.**
- Strong **organizational and critical thinking** abilities.

Upon review of my resume, you will see I took a brief hiatus from the corporate sector to complete my Master degree in organization development and knowledge management. As part of my graduate studies, I worked as a consultant for outside client agencies to help identify their business objectives, capture and retain knowledge, and enhance communication. These experiences provided first-hand exposure to the field, which further enhanced the many years of experience I acquired as a manager, trainer, and consultant. Consequently, I am well prepared to join a company where I can immediately contribute to their sustainability and long-term growth.

As a seasoned business professional, I am accustomed to exceeding performance requirements without sacrificing profit or deadlines. After reviewing your job posting, I believe my education and experience are a direct match to your job requirements and would appreciate the opportunity to discuss the position in a personal interview. I can be reached via email at email@address.com or by calling (111) 222-3333.

I appreciate your time and consideration.

Sincerely,

Name

Enclosure