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July 21, 2009

Name  
Title  
Organization  
Street Address  
City, State Zip Code

Dear \_\_\_\_\_:

I recently noticed in the (name of journal) that (name of city) is searching for a (name of position). I would like to apply for the position.

As you will see from the enclosed resume, I am an achievement-oriented manager with over 15 years experience in both large and small municipal governments as well as in the private sector. I emphasize building a high performance, citizen-friendly organization. Such an approach requires that one establish an organizational culture with common goals and objectives which everyone has accepted. It is based on encouraging individuals to think for themselves while expecting them to act within the parameters the Commission and I have set. It further emphasizes teamwork while developing the skills of individual managers and employees, and empowering the entire staff to make decisions appropriate to their work. Any organization is only as good its people, and I believe we do our taxpayers a disservice if we are not pro-active in developing all our employees.

In addition, what I bring to this managerial philosophy, is the ability to rapidly solve problems when they occur, as well as the ability to foresee potential problems and implement strategies to avoid them. I also interact effectively with people from a wide variety of ethnic and socio-economic backgrounds and have considerable experience working effectively with the media.

With this background, as well as my Masters Degree in Public Administration, with Distinction, from Cornell University's Graduate School of Management, I am certain I can be a valuable and contributing member of (name of city)'s management team. I look forward to hearing from you.

Sincerely yours,

Joseph J. Doe