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September 10, 2012

Name
Title
Organization
Street Address
City, State Zip Code

Dear _____:

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

As you can 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. What it does not show is the emphasis I place on building a high performance, citizen-friendly organization. That approach requires establishing an organizational culture with common goals and objectives that everyone has accepted. It is based on encouraging individuals to think for themselves and to act within the parameters the Commission and I have set. It further emphasizes teamwork while developing the individual manager and employee and empowering the entire staff to make decisions appropriate to their work. Any organization is only as good its people and I believe that we do our taxpayers a disservice if we are not pro-active in developing these employees.

What I bring, in addition to this managerial philosophy, is an ability to solve problems rapidly should they occur, to foresee potential problems and implement strategies to avoid them. I also bring the ability to interact effectively with people from a wide variety of ethnic and socio-economic backgrounds as well as the ability to work 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