



Date: [Insert Date]

Dear [Recipient]:

Your organization is currently looking for [Job Title] and it is a pleasure to come forward as a candidate for this position. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Organization Name] by providing additional information pertaining to my professional personality and my unique background that may help you build a more comprehensive understanding of me as a candidate. Many would agree that it is impossible to capture the dynamism of an individual in a resume, so what is presented in this letter are components of my candidate profile that are not reflected on the resume.

Those that know my professional style would consider me a successful leader who fosters a culture of confidence, coaching, competence, and teamwork. You'll notice that my professional history thus far involves the management of complex media and information systems, mostly within a large organization. Anyone who has been in a large organization understands the value of interpersonal skills. Cultivating and exercising indirect influence is essential to advancing any change agenda inside a large organization, and from my resume you'll see a person who is capable of working with a variety of departments, with people in many different functions, and with people at various levels of the organization. One of the most challenging (and successful) initiatives of which I've been a part to date was working to bring every minute of lecture at the University of Michigan Medical School online and accessible to all students. This program was challenging from a technical standpoint and even more challenging from an interpersonal standpoint. Try convincing tenured faculty that each second of their in-class lectures should be videotaped! Ultimately, this and other successes in this vein have helped me build a reputation as a communicative organizational leader, and it's important to present myself as such to you.

Your organization should also know about my unique international background and my passion for creativity. Prior to joining Jones Entertainment in 2015, I spent four years of my life promoting the arts and arts education in the United States and abroad. For example, I was fortunate enough to work at the Klum Fashion Institute in Turkey for a year teaching a course called "English for Art and Design," and in similar roles in Greece and Korea. I also worked for the Westman Collection, a gallery in Birmingham, Michigan for some time just after graduating from college. Supporting creativity and innovation is an essential part of who I am. Personally, I am passionate about photography—my work has been featured in many magazines and newspapers (e.g. The Detroit Free Press, Frontiers Magazine, and the Michigan Monthly) and my love of cameras, lighting, design, and creative execution has most certainly complimented me professionally and helped provide the fuel to design, solve, and implement creative solutions to complex problems in the workplace.

I understand how important it is to [Organization Name] to find a person who can contribute in this role. It's also important that [Organization Name] find someone who will be a collaborative, innovative, driven, and proactive member of the organization and that is certainly how others would characterize me. I hope that you have found



this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further about this opportunity.

Sincerely,

[Your Name]

[Your Title]