

**Resumagic.com: Cover Letter in Response to a Classified Ad**

Advertisement: "Healthcare Risk Management, Senior Project Manager: Bachelor's degree in Business Administration, Finance, Health Care Administration, Operations Research, or other related field. Master's degree preferred. Certification in Risk Management preferred. 7+ years project management experience with demonstrated abilities to determine key business issues, and develop and implement project management plans that are completed on time, within the agreed upon scope and in budget. Demonstrated ability to conduct and interpret quantitative and qualitative analyses, including understanding of RCA, FMEA, statistics, and quality improvement techniques. Strong desktop computer skills, including Excel, Access, MS Word, and PowerPoint. 25% - 35% travel required."

**John Doe**

1111 First Street • Anytown, ST 00000 • 123-456-7890 • john\_doe@email.com

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November 7, 2002

Mr. John Doe, Manager  
Acme Corporation  
123 Elm Street  
Anytown, ST 000000

Dear Mr. Doe:

In response to your advertisement in the Wall Street Journal for a Healthcare Risk Management, Senior Project Manager, I have listed some of my qualifications to parallel your specified requirements:

<u>Requirements</u>	<u>My Qualifications</u>
Certification in risk management	I have been certified in risk management for the past five years
At least seven years project management experience	I have ten years experience as a project manager in the healthcare industry
Demonstrated ability to conduct and interpret RCA, FMEA, do statistics and quantitative analysis, and have developed training materials on same for use in seminars	I have a thorough understanding of RCA, FMEA, statistics and quality analysis, and have five years experience developing training materials
Excellent computer skills	I am very proficient in use of Excel, Access, MS Word, and PowerPoint
Ability to travel 25% to 30% of the time	I am accustomed to traveling at least 50% of the time
Master's degree	I have an MBA from Princeton

Enclosed is a copy of my résumé that offers more detailed information about my accomplishments. Thank you for your consideration and I look forward to hearing from you.

Sincerely,

*John Doe*

John Doe

enclosure