

## MARY JONES

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Date

Dear Executive Recruiter:

I am in the process of seeking an administrative leadership position that requires extensive interface with government, communities, organizations and/or public transportation where I can use my skills in:

- **Building consensus** – resolved two major strikes at the N.Y. Metro Authority and developed a plan for the R subway environmental studies that resulted in 16 communities' support of the project.
- **Crisis management** – created a strategy that resolved a major litigation which stopped construction on the Purple Line bus way, permitting the project's completion.
- **Strategic planning** – developed the strategic plan for the current Metro leadership, establishing goals for the entire agency.
- **Managing external affairs** – successfully worked with 90 municipal governments for all of New York State.
- **Goods movement** – created a project identifying key issues with respect to movement of merchandise on rail, highway, air and sea to anticipate and resolve current and future problems nationwide. This study brings representatives from all sectors together for the first time.
- **Lobbying with federal, state and local governments** – successfully obtained more than \$290 million in federal funding for Metro and government projects.

If you are working on a client assignment requiring an administrative officer with outstanding finesse, connections and experience, I would welcome hearing from you.

Sincerely,

Mary Jones

Enclosure: resume