

MARY JONES

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Date

Dear Recruiting Executive:

I am in the process of seeking a community outreach, leadership position in which I can use my skills in:

- Building community awareness for growing organizations and institutions: Produced 200 events and campaigns for 75 agencies, reaching 300,000 community members.
- Developing hidden assets that are needed by potential clients or customers: Created 87 collaborative partnerships among organizations from various industries, leading to 172 community improvement ventures and 300 volunteer projects.
- Revitalizing an under-exploited community image: Led a community-wide initiative, making Los Angeles, California one of only 40 cities in the state to be given the prestigious designation of a "California Healthy City".
- Attracting new audiences for your company's message(s): Conducted research for community assessments to develop 23 strategic plans that identified potential customers and how to meet their needs, while carrying out the mission of the organization.
- Creating and/or launching a new department or service: Designed 63 new service lines and products that reached 250,000 individuals.

If you are working on a client assignment requiring an innovative, dedicated community outreach professional, I would welcome your call.

Sincerely,

Mary Jones

Enclosure: resume