

ALVIN R. JAMES

Experienced Management Professional

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My New Employer's Name
New Job Company, Inc.
111 Blessing Street, Rm 777
New York, NY 10001

Dear Hiring Professional:

As I consider new career options that offer opportunities to "own" my future, experience new challenges, and expand my expertise, I am excited by your job posting for **Health Services Manager** with the Division of Epidemiology / Bureau of Epidemiology Services. My successful experience in information technology management, new program development, planning and evaluation, and research methods, combined with my strong work ethic and ability to thrive in a team environment, make me most appropriate for hire.

Presently, I am looking to expand my career by pursuing more challenging areas of management. My specific experiences related to managing information technology have allowed me to enhance my knowledge and increase my confidence in my abilities. It would be both a privilege and an honor to contribute to the very important work done by your organization. Please consider the following in addition to my resume:

- ❖ Responsible for the entire development of the South Carolina Primary Health Care Association (SCPHCA) Information Technology Department. Initially, all computers were stand alone with dial-up connection. Presently, the entire agency is equipped with Windows 2000 Server and Network and ADSL internet connectivity. Spearheaded and assisted in the development of the SCPHCA website.
- ❖ Served on numerous workgroups and committees encompassing the entire process of the Health Disparities Collaboratives Health Center Selection Process: including online application, interview, and facilitation of Health Disparities Collaboratives orientation. Developed numerous training materials related to IT, Clinical Information Systems, and general Health Disparities Collaboratives Information. Participated on national website development committee (www.healthdisparities.net).
- ❖ Astute manager with an outstanding ability to demonstrate leadership, build dynamic teams, and generate effective productivity.
- ❖ Strategic planning that enables restructuring of department processes and goals to improve work performance of personnel.
- ❖ A management style that promotes integrity, unity, teamwork, shared decision-making, support, and recognition.

Upon review of my resume, I would greatly appreciate the opportunity to meet with you in order to further discuss my qualifications for the abovementioned position. I am confident that my abilities can contribute to the overall mission of your agency, and consider a personal interview to be mutually beneficial. **I am currently planning my relocation to New York City and will be in the metro area beginning August 16, 2005.** Thank you for your consideration and I look forward to hearing from you soon.

Sincerely,

Alvin R. James