To: ExecutiveRecruiter@xyz.com

Re: Health Care Opportunities

Dear Executive Recruiter,

My professional experience from both Civil Engineering and Software Engineering in addition to my intern/volunteer experience at MedStar Montgomery hospital will add value to a company in the Health Care sector. I believe with my professional experience related to data testing and management plus my enthusiasm and insatiable yearning to learn about the mechanisms of the human body coupled with my previous work experience and particularly strong work ethic, I can be a true asset to your organization.

In Civil Engineering, I worked in a team environment starting as a draftsman, working my way up various design positions, and then to Project Manager. When the company reached its 40th anniversary, I was named the first and only Associate.

The last 10 years in Civil Engineering as a Project Manager, I managed many client’s projects at one time and led a team of 10-13 various engineers, draftsmen, and others to get the client’s raw land through the various development stages, approvals, and permits and to be built on-time and within budget. This included everything from writing proposals, status reports, budgets, scheduling, weekly client meetings (using Microsoft products), and meetings with various approval authorities.

The next step on my ladder career ladder upwards was Vice President of the entire Civil Engineering group. I was granted a Citation for Excellence from the Mayor for my many years of dedicated work to help the City of Gaithersburg expand its housing and commercial stock.

In Software Engineering, I worked in a team environment and individually. I started as a Test Engineer and was quickly moved to the Test Engineer Manager and led the team. During that time, I wrote many different reports including: CMMI Level II documents as required by their guidelines, test plans, test reports, and test scripts. When I completed my BS degree, I moved to the Software Development Team. I have steadily worked from a beginner to the Senior Software Engineer II position. This work included everything from writing requirements, designing, coding, testing, and field implementation. It also included database work with MS Excel, Oracle, Postgres, MySQL, and Sybase.

Since I’m changing careers, I’m flexible in my salary requirements.

Should you need someone with any of my diverse background talents and experience, I would welcome the chance to share more information about me that may be of value to your company. If I have not had communication from you in a week or so, I will follow up with you.

Regards,

Margaret Blaine

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