Dear prospective employer,

You have asked me to answer, “what professionalism means to me.” After much thought, I have come to the conclusion that professionalism means to interact with other people and create work in such a way as to grow one’s career. This means not only creating high quality work and having strong interpersonal skills but being able to both use work to strengthen interpersonal relationships and interpersonal relationships to improve the quality of work.

High quality work

High quality work is a large component of professionalism. The ability to see the small details as well as the work in the larger context of a company will inevitably increase quality of work. High quality of work helps advance one’s career and therefore will help me be more professional. Since I have a tendency to get drawn into the small details and I recognize the significance of planning and strategy, I believe that creating high quality work is one of my biggest strengths.

Interpersonal skills

Strong interpersonal skills are also an essential part of professionalism. The ability to work well with others and be aware of their motivations and values is essential to professionalism because people make the company, so the ability to work well with people is essential to growing my career. While I am a pleasant person and can get along with other people, I realize I need to work on making more of an effort to establish and grow relationships with people who I do not see every day.

Overlap of work and interpersonal skills

High quality work and strong interpersonal skills are essential, but I think that the combination of the two is what defines professionalism. When someone uses their work to establish and grow new relationships, or their relationships to create impressive work is when professionalism works best. The combination of work and interpersonal skills is when you have powerful professional skills because the combination has persuasive force and unique insight.

The ability to be professional is important to me and something I am always striving to improve. Thank you for your time. I hope I have convinced you of my professionalism and would consider hiring me. I hope to talk to you soon.

Sincerely,

Madison Smith