March 1, 2017

Brett Spodak, CEO

Productive Power

1815 Purdy Ave.

Miami Beach, FL 33139

Dear Brett:

Are you ready to hire a professional who can add immediate value to your organization? If so, I'm your pick. The depth of experience I can offer will contribute to your leading industry position. I'd love the opportunity to help take Productive Power to the top of the field.

Here is how my experience and skills meet your requirements:

* Teach classes from basic “This is the Mouse” to classes preparing students for the MS Office Certification Exams to teaching complex sewing pattern drafting procedures before online classes were popular.
* Frequently answer coworker questions regarding MS Office functions including QuickParts, Templates, Macros and .Net programming.
* Seek out and learn new functions in MS Office to improve efficiencies such as mail merges, linking SharePoint to Access and building tools for tracking processes continuously updating and improving each item over time

I look forward to the opportunity to discuss my credentials and how my expertise can help your organization. If you have any questions or would like more information about my qualifications, please feel free to call me at 907-707-5654 or email me at sue@sue-a-darby.com. Thank you for your consideration.

Respectfully,

Sue Darby

Enclosure: Resume