

41 James Hayward Road
Glen Mills, PA 19342
484-832-1934
jordanparenti@gmail.com

Tuesday, March 5, 2013

RMEI, LLC
Laurel Office Plaza
101 Laurel Road, Suite 200
Voorhees, NJ 08043

Dear Hiring Manager:

I am writing to express my interest in a position as a Program Coordinator at RMEI, LLC. In December of 2012, I graduated from Messiah College with a Bachelor of Science degree in International Business and a minor in Spanish. As a dedicated provider of cutting-edge, continued-education for healthcare professionals, RMEI offers the opportunity to employ my knowledge and skills and to continue to grow as a professional.

As indicated in my résumé, I have previously filled the role of an event manager and coordinator in a professional setting as the Chairman of the Student Alumni Council at Messiah College. My experiences in this position have equipped me with a broad foundational understanding regarding the implementation of program, meeting, and event processes.

In addition to my management and organizational skills, I will also bring sound business knowledge and a global perspective based on my experience studying international business in fourteen European and Asian countries this past summer. This semester abroad as well as my marketing internship with Comcast-Spectacor (the fastest growing entertainment firm in the world), have allowed me to gain unique administrative skills and the ability to work collaboratively while also self-initiating.

I first took interest in RMEI when Jessica Parenti-Ortiz, Vice President of Educational Programs, recommended this position as one that aligned well with my skill set and identified RMEI as an excellent setting to grow as a professional. I would be honored to join RMEI as a highly functional and motivated team member and look forward to contributing to your mission of delivering the highest quality educational services for healthcare professionals

Thank you for giving my résumé careful consideration. Please feel free to contact me at 484-832-1934 or via email at jordanparenti@gmail.com if you have any questions. I look forward to speaking with you.

Sincerely,

Jordan Parenti

Attached: Salary History

Jordan Parenti

41 James Hayward Road, Glen Mills, PA 19342
jordanparenti@gmail.com 484-832-1934

Salary History

Messiah College

1 College Avenue

Mechanicsburg, PA 17055

717-766-2511

www.messiah.edu

Chairman, Student Alumni Council

Hourly wage (Student Work-study Position), roughly \$8.00/hour