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December 11, 2014

Lynn Irving, PHR  
Robert Michael Communications  
101 Laurel Rd  
Voorhees Township, NJ 08043  
  
Dear Ms. Irving:

Re: Senior Program Manager, Medical Education

As someone who values and is truly passionate about delivering high quality medical education to healthcare professionals and who enjoys the fast-paced nature and activity of a live meeting, it is with great interest that I wish to apply for the position of Senior Program Manager, Medical Education on your team.

I feel that my skill sets align well with what you are looking for in this position. That combination consists of experience managing all aspects of accredited medical educational programs from live meetings and symposia to online live, enduring and on-demand activities – all the while, delivering nothing but the highest levels of customer service to attendees and speakers alike!

I am experienced in all tasks necessary to be successful in this type of position, including timeline development and creating project plans, as well as producing status reports, budget management, heading up status meetings, and other related duties.

I have also been directly involved in applying for and managing the application of medical education grants for industry support – having raised approximately $3 million over a 5 year period for a former client.

I am skilled working with cross-functional and multi-disciplinary teams, as well as with all stakeholders, including educational partners and vendors, board of trustees and volunteer leaders of nonprofits, as well as internal teams such as editorial, creative services, meeting services, IT, Accounting, etc.

I have also managed faculty recruitment including the processing of all paperwork and forms including disclosure information and honoraria processing.

I like to feel that I possess a high degree of computer and internet literacy – including a strong comfort level with technology and learning new applications and systems, such as mobile apps for meetings, and platforms for meeting registrations and polling management tools, such Survey Monkey, that many firms use for activity evaluation and outcome surveys. And, of course, I am fully proficient in Microsoft Office as well as Adobe Acrobat and Dreamweaver.

In closing, I would describe myself as a high energy, creative and resourceful problem solver who is always looking to do something in a more efficient and cost effective manner – while maintaining the highest professional standards.

Although I am not currently CCMEP-certified, I would be more than happy to obtain any required certifications within a 12 month period or any other timeframe that you feel is reasonable. Finally, as someone who has previously commuted into NYC on a daily basis, I would have no problem making the 45 minute commute to your offices in Voorhees daily.

I look forward to your reply and would be very appreciative of the opportunity to come in and meet with you to discuss this opening further, and learn more about your specific needs and expectations for the position and what I can offer.

Sincerely,



Andy Beloff