May 20, 2014

Office of Human Resources

RMEI, LLC

Re: Program Manager Position

Dear Sir or Madame:

Please accept my application for the position of Program Manager. My background and skills are well-suited for this position. I have a background as a Program Manager for federal grants in medical education at the former University of Medicine and Dentistry of New Jersey-School of Osteopathic Medicine (UMDNJ-SOM).

As the Director of Educational Development and Research (Program Administrator) for the Department of Family Medicine, I researched grant health care topics, developed innovative concepts and ideas for grant projects, authored grant proposals, managed grant projects including all activities, personnel and budgets; taught courses and modules on grant topics, conducted program evaluations and assessments, and disseminated program outcomes through presentations at national medical education conferences. I also encouraged and assisted faculty in developing research ideas and submitting research grant proposals. Through my grant writing skills, I acquired approximately 7 million in grant funding for educational programs, services and infrastructure that I planned, developed and implemented for SOM students, and residents and faculty. One of my most significant accomplishments at the School of Osteopathic Medicine was initiating and developing the first Clinical Education and Assessment Center with a Standardized Patient Lab. As an Adjunct Assistant Professor, I taught curriculum modules on cultural competency, health disparities, interdisciplinary health care, evidence-based practice, conflict management, team development, leadership, communication and interpersonal skills, palliative care, and Community Oriented Primary Care.

My strengths include the ability to motivate people and create innovative programs to meet institutional needs. My skills in grant writing will contribute to the enhancement of services, programs or infrastructure; and my skills in grant management are evident by my successful track record in achieving grant goals and objectives. My oral and written communication skills are effective, and my interpersonal skills are always professional. I am proficient in Microsoft Office and the Banner system for financial management of my grants.

My resume is attached for your review. My salary at UMDNJ-SOM was $85,000. I hope you will find my skills and abilities suitable for the Program Manager position. I look forward to meeting with you to discuss the position and my skills in more detail.

Thank you for your review and consideration of this application.

Sincerely,

Claudia A. Switala