Nancy M. Davis

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July 3, 2014

RMEI

Voorhees, NJ 08043

To Whom it May Concern:

Please find enclosed my resume for the position of Program Manager Medical Education.

I am very interested in this position and would be grateful for the opportunity to discuss my qualifications further, as I do not feel that a resume on paper can give the full picture of my qualifications.

I have been working with people for over 30 years, and am ready to use my skills again in the field of Administration. My BS in Education has served me well, and continues to do so. In addition, my communication, organizational and customer service skills are used every day in my current professional life.

Should you like to discuss my qualifications, and my eagerness to meet with you, please feel free to contact me at the phone number listed above.

I will be happy to provide personal and professional references, as well as salary requirements in person.

I look forward to hearing from you soon.

Thank you,

Nancy M. Davis, E-RYT