**Tina Chiu**

3433 Valley Green Drive

Drexel Hill, PA 19026

(215) 206-5845

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June 20, 2014

Dear Prospective Employer,

Thank you for this opportunity as I am writing to express my interest in the Senior Program Manager, Medical Education position. My resume will provide you with a summary of my qualifications and background for your review.

Currently, I am working for the National Board of Osteopathic Medical Examiners as the Coordinator of Continuous Professional Development and Initiatives. My primary responsibility is coordinating CME programs, facilitating partnerships with stakeholders (AOA, state medical boards, subspecialty boards, governing bodies, clinical assessment programs, physicians, etc.), providing direction and organizing content for assessment initiatives.

I am a motivated professional who offers you a background of solid performance in the continuing medical education field. My strengths include my ability to organize and prioritize work tasks while maintaining customer service and support with efficiency. I am extremely capable of working independently when needed, but I am also driven by the efforts of teamwork. I believe in creating a positive work environment for all staff to guarantee the success of the company as well as its employees.

My salary requirement for the position is 75,000 but is negotiable. I enthusiastically await to further discuss my qualifications with you. Please feel free to contact me at (215) 206-5845.

Sincerely,



Tina Chiu