**Eileen Lowery**

**Philadelphia, Pennsylvania**

**lowerye@verizon.net / 215.941-3600**

March 13, 2013

RMEI, LLC

Laurel Office Plaza

101 Laurel Road, Suite 200

Voorhees, NJ 08043

Dear Representative:

Please consider me an applicant for your Program Coordinator opening as advertised on Careerbuilder.com.

My proven administrative skills in writing, research, communications, and computers have benefitted my teaching career over the past 12 years, and at this time I plan to return to administrative work where I can apply those skills in an educational business environment.

Currently, I am looking for a position matching your needs, and I strongly believe my unique experiences and education may fit your needs. May salary falls in the range of $38-42,000 per year. If you agree and would like to speak with me, you can reach me at 215.941-3600 or [lowery@verizon.net](mailto:lowery@verizon.net).

Thank you for taking the time to consider me.

Sincerely,

Eileen Lowery

Attachment