**Jo Ann Boileau**

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RMEI, LLC

Attention: Hiring Manager

6/9/14

Dear Hiring Manager,

I'm writing to apply for the position of Senior Program Manager. I am confident that my skills are well-aligned with the role, and that I would be an excellent fit for your organization.

I am motivated, task-oriented, and efficient, and my knowledge of the Association Management industry is comprehensive and current. As a Program Manager with DIA (Drug Information Association), I was responsible for carrying out meetings from beginning to end.  In addition, my main focus was with the majority of our flagship meetings, which happened to include the annual Medical Communications Conference.  I worked with volunteers to plan and executive their annual conference for five years.  In addition, as Program Manager, I was also responsible for setting up and running Webex webinars on a frequent basis.

I believe my experiences and track record make me an excellent fit for this opportunity. I have enclosed my resume for your consideration. In addition, per the posting, my most recent salary was $52,000 annually, plus bonuses and incentives. My salary requirements are certainly negotiable. Please feel free to contact me via phone or email at a time of your convenience to discuss my background as well as the requirements for the role.

Sincerely,

Jo Ann Boileau

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