**S**HANNA KUREK

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To Whom It May Concern:

In response to your employment website, attached is my resume for the position of Program Manager, Medical Education. Over the past several years I have gained valuable knowledge of medical education, including continuing medical education having worked at the Rowan University School of Osteopathic Medicine. I regularly assist in the planning and execution of events and most recently assisted in the management of the school’s CME programming at AROC and the Preventative Medicine CME program at the Mansion in Voorhees.

My expertise is in educational programming and project management. I truly enjoy working in the medical environment and accomplishing tasks that progress the knowledge of healthcare professionals as well as the medical education community at large. Furthermore, I am extremely creative and develop many of the department’s communication materials with the school’s media and marketing departments. I also regularly work with outside vendors for various needs, including alumni gifts, promotional items, educational tools, books, catering services and more.

Working in medical education is extremely rewarding and as I reach a pinnacle milestone in my own education, I am looking forward to the next step in my career. Moving into a role that incorporates the administration and management of continuing medical education will provide me the continued growth I seek, while also allowing me to utilize the skills I already possess. Attached is my resume to further provide you details of my skills, accomplishments, and training; however, a personal interview would more accurately reveal my qualifications and the contributions I can make towards your company’s future success. Thank you for your time and consideration and I look forward to hearing from you soon.

Sincerely,

Shanna Kurek