

Melissa Avant

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RE: Job Opportunity: Elections Director

Dear Board of Supervisors:

I am writing in response to your ad of Elections Director. The position requirements and my skills are a perfect match.

I have established and implemented short and long-term organizational goals, objectives, policies and procedures, financial reports and public policy within the State of Arizona, Sierra Vista School District and Cochise County. In addition, have monitored and evaluated program effectiveness for policy change and overall financial health within the entire County on Early Childhood, policy and prevention programs. I am a strong leader, administrator and manager with the ability to create lasting partnerships within organizations and have knowledge and experience with public funding. Finally, I am skilled and experienced in the day-to-day operations of a public governing body and facilitating grants.

As you can see on my enclosed resume, I have the educational background, professional experience, and record of accomplishment for which you are searching. I am motivated and enthusiastic, and would appreciate the opportunity to continue/contribute to your success.

Thank you for your consideration. I look forward to hearing from you.

Sincerely,

Melissa Avant

Enclosure: Resume