

JEFFERY RUTHERFORD

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RE: [Job Title], [Ref#], [Date]

Dear [Ms. or Mr. Last Name],

Throughout my career, I have contributed to positive business results through effective organization, prioritization, and follow through of key organizational projects. My strengths and qualifications are an ideal match to the Counseling position requirements and will bring immediate value to my future position.

In my former ABA therapist role, I exercise a caring and safe approach to problem solving. While I am independently motivated, I appreciate collective efforts and collaborate productively within group settings. Moreover, I am competent in Word and PowerPoint with proficiency in Excel.

This opportunity is especially exciting as my professional goals align with my future employer's mission and values. Further, my decision-making, critical thinking, and innovation abilities will serve to support your continued organizational efforts.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,
Jeffery Rutherford