

# Stephen M. Smith

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Winston Smith  
Orwell Enterprises  
1984 Blair Street  
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Dear Mr. Smith:

I am interested in joining Orwell Enterprises as a Project Manager. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I offer a proven record of success in completing projects on-time and under budget. My skills as a leader allow me to bring together talented people in formal teams and informal partnerships in a way that maximizes resources. To do this, I communicate clearly with each individual so he or she will know what is expected while feeling respected as a contributor. I also pay close attention to the bottom line. Financial control is central to any successful project, and my priority is always to complete a project in the most efficient manner. I am confident that this combination of skills and experience will make me a valuable member of your team.

I offer you the following qualities:

- **Team Building:** Develop and implement procedures that result in improved communications, shared goals, and a common vision of success.
- **Problem Solving:** Assess situations, identify practical options and implement the best solution based on evidence and facts.
- **Self-motivation:** Approach all tasks with a sense of ownership, responsibility and a dedication to doing quality work.

This summary cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

Stephen M. Smith  
enclosure