

# DR. TINA THOMAS

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RE: Career Opportunity

Dear Senior Executives,

I am interested in growth opportunities and potentially working with your company utilizing a variety of acquired skill sets. I strongly believe your mission and vision align with my values. As you'll see from my resume, what motivates me is working for organizations, like yours, that serve a higher purpose. I would love to bring my skills and experience to support your organization's business goals.

I am a skilled leader with 10+ years of experience in performing similar work. I have become highly adept at handling various responsibilities by prioritizing my tasks, establishing clear deadlines, and finding creative solutions to eliminate obstacles. My experience has equipped me with the necessary tools to succeed in this position:

- Trend Monitoring
- Program Development
- Risk Management

While I am grateful for the opportunities afforded to me in my current and prior positions, I am ready to embark on a new career path that offers new challenges for me to put my education, experience, and skills to use.

Thank you for your time. It would be a pleasure to speak with you and discuss this opportunity. I look forward to hearing from you soon.

Sincerely,  
*Dr. Tina Thomas*