

JOE M. SMITH, M.ED.

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<Date>

<School Name>

<Address>

<Address>

<City, State Zip Code>

Dear <Title> <Name>:

It is with great anticipation that I present my résumé to you for the position of **Chief Diversity Officer** with <School Name>. I possess a Master of Education Degree in Higher Education and a Bachelor of Business Administration Degree in Human Resources. With over 15 years of hands-on experience in human resources, and a current position as Chief Diversity Officer, I am confident in my ability to become an asset to your organization.

The enclosed résumé will highlight my career accomplishments and demonstrate my related expertise. As a versatile individual, I have had the opportunity to hold a number of professional positions including Chief Diversity Officer, Business Professor, Employment Specialist, Human Resources Specialist, and Occupational Analyst. As a result, I have developed a strong understanding of the various needs of companies and academic institutions. I have in-depth knowledge of and the ability to successfully recruit multinational individuals and develop strong ties with international communities and schools.

My proficiencies include, but are not limited to: current events, international relations, relationship cultivation, human resources, change promotion, program planning and implementation, staff management and motivation, and problem-solving. Furthermore, I am adept at cultivating strong working relationships with co-workers, members of the local community, and national and international schools.

Some of my relevant accomplishments that I would like to highlight for you include:

- Raised minority enrolment rates by 30% during the 2007 fiscal year.
- Recruited new professors from Germany, Japan, China, Egypt, South Africa, Saudi Arabia, and the United Arab Emirates.
- Collaborated with the heads of human resources at X University in Tokyo to establish a sister campus.

As a resourceful and team-oriented individual, I welcome the opportunity to meet with you to discuss how my extensive experience and skills would benefit your institution. Thank you for your time and consideration, and I look forward to hearing from you soon.

Sincerely,

Joe M. Smith

Enclosure: Résumé