

• Dear XX,

It is with great enthusiasm that I submit my resume for the position of professional organizer or professional organizer assistant at XXX. As a seasoned public relations professional with more than 15 years of experience, I know my skills and qualifications will make me an asset to your team.

While my resume highlights my nearly two decades in public relations and marketing communications, my core skills and experience translate seamlessly into the role of professional organizer. For example, I have deep expertise in client management. Listening to the needs and goals of clients, and developing a plan that brings those objectives to life is what I ~~do~~ accomplish every day. Additionally, I have strong project management skills, leading and collaborating with partners to deliver ~~against~~ all facets of a project. ~~And lastly~~ Additionally, working in the field of public relations has most definitely sharpened and tested my already strong interpersonal, communications and writing abilities.

For the past ~~four years, I've worked in a remote capacity~~ 10 years, I have worked with ~~the a~~ New York communications agency ~~I've been with for over 10 years, the last four years in a remote capacity~~. While this role has been rewarding, my ultimate goal is to help people in and around my community, leveraging the experiences and lessons I've learned through ~~out~~ my career and personal life.

As a ~~mom~~ mother ~~to of~~ three boys ~~under five years old~~, staying organized even when it seems impossible, is a challenge that I face on a daily basis. I understand and revel in the satisfaction and clarity that comes with ~~getting being~~ organized, ~~whether at home or at work~~. However, I also know first-hand how personal and challenging getting organized and staying organized can be in today's fast-paced lifestyle.

After briefly researching your company, I see myself ~~in~~ contributing to your team. I see how much we already have in common as ~~mothers~~, professionals and passionate organizers. I ~~hope to have would~~ appreciate the opportunity to learn more about your staffing needs, your team and your business. Thank ~~very much in advance you~~ for your consideration.

Sincerely,

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Commented [NC1]: You should pick the one you are most qualified for. With your background, I would think the assistant would not be your first choice.

Commented [NC2]: Don't begin a sentence with "And."

Commented [NC3]: Contractions are more casual, less professional.

Commented [NC4]: Three young children might inadvertently turn someone off, thinking you would be missing work because of your children's illness, school activity, etc. In fact, you might not want to include that sentence at all. Your family situation should not enter into a hiring decision (although we all know it does).