

**MICHAEL MURPHY**

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(Willing to relocate)

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**COVER LETTER SAMPLE – Tools for Transition  
DIRECTED TO RECRUITER WORKING ON BEHALF OF ASHBURY SCHOOL**

November \_\_\_\_, 2004

Susan Anywhere  
Anywhere Associates  
85 East Anywhere Road  
Anywhere, MA 02110

RE: President, The Ashbury School

Dear Ms. Anywhere:

Please consider this letter and attached resume to be my application for the open position of President for the Ashbury School of Boatbuilding and Design. I offer experience in the following areas which would allow me to guide The Ashbury School to the next step in its development:

- **Custom Building:** I successfully founded and managed a company that built custom cabinets for builders, remodelers and kitchen dealers. I understand both the aesthetic and the business side of such a business. *Both the cabinet industry and the marine building industry require considerable technical expertise for design, construction and profitable business practices..*
- **Training Center:** I established a \$1.2 million training center for the solid surface industry. I found funding, established a facility, recruited staff, helped developed curriculum and taught some of the courses myself. *I have demonstrated an ability to successfully provide resources for industry training.*
- **Non-profit Association:** I launched and directed a new industry association designed to develop industry standards, facilitate global communication among industry constituents, and provide visibility for all members. *I saw a need, developed a vision, and was able to successfully involve many other people to further the growth of the industry.*
- **Marketing:** I have successfully developed magazines, newsletters, trade shows, public speaking events, multimedia presentations, industry events and other opportunities for expanding the industry. *I have experience and contacts in developing a full range of marketing opportunities.*

My enclosed resume will provide more details on my professional experience. I am free to relocate personally and then travel on behalf of an organization. I will contact you again in a few days to answer any questions and possibly schedule a time for an initial phone interview. Thank you for your consideration.

Best regards,

Michael Murphy

Enclosure: Resume (2 pages)