

Anthony Galloway

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TOOLS FOR TRANSITION SAMPLE COVER LETTER

March 23, 2008

Nancy Smith
Director of Human Resources
Confidential Company
San Antonio, TX 78212

Dear Ms. Smith:

I am writing to introduce myself and express an interest in working for Confidential Company. I reviewed the information on your website about job openings. Although none of them listed are suitable for my background, I am contacting you directly because I believe my experience will be of interest to you.

I have owned a large residential building construction company for many years. I am in the process of transferring ownership and management to my two sons. I am a licensed General Contractor in Texas. I bring extensive knowledge, skills and experience needed to oversee the construction of beautiful, cost-effective, and energy-efficient housing.

My wife was diagnosed with Alzheimer's five years ago, and she moved into an assisted living three years ago. Because of this, I have considerable knowledge and detailed understanding about senior residential, memory care, assisted living, aging and geriatric healthcare concerns.

I am passionate about providing comfortable and suitable housing for people like my wife who have special needs. I have taken an active leadership role in state and local Alzheimer's communities. My efforts have included public policy advocacy, fundraising, education, and raising community awareness.

I bring a unique mix of a professional career in construction and a personal family connection with Alzheimer's and other age-related concerns. I am anxious to make a contribution that combines these. I will contact you directly to discuss the possibility of joining your organization. Thank you for your consideration.

Best regards,

Anthony Galloway