

VIRGINIA G. PIERCE-KELLY

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Dear Sir or Madam:

It is with a high-level of interest that I submit my application for the position of Executive Director of Human Services. My effective leadership and problem solving abilities make me the perfect candidate for the Executive Director of Human Services position.

With over 16 years of experience in human services and community relations, I can apply a unique combination of skills to achieve positive outcomes when managing the challenges of this role. Please consider the following highlights from my resume:

Experience 1: Launching and marketing highly successful youth reading enrichment programs for ages 8-15 years

Experience 2: Creating lesson plans and providing basic computer training for adults and seniors to promote employment

Experience 3: Assisting management with agenda creation, meeting organization, staff training, applicant screening, and interviewing

My comprehensive hands-on experience and formal training will make me an excellent addition to your organization; the attached resume provides further detail about how my qualifications and background are a match for your team's needs.

Please feel free to contact me at your earliest convenience to set up a time to discuss how I can benefit your organization. Thank you for reviewing this letter and the accompanying material.

Sincerely,

Virginia G. Pierce-Kelly
Attachment: Resume