

October 28, 2009

Dear Potential/Future Employer,

Thanks for taking a look at my qualifications and resume. Please feel free to contact me if you have any questions or you would like to set up an appointment for an interview. The best number to reach me at is (512) 663.8415.

Why would you want to do that, you ask? Here are a few reasons...

Customer Service/Hospitality:

For the past 12 years I have been a Senior Pastor in two churches in the Austin area. Being a minister is all about managing people. As a senior level minister, I was the "front man" in the organization and I handled everything from a guests initial experience to conflict resolution and retention strategies. Quite literally, my job was "people." That's good, because I'm a people person, and I pride myself on being able to make a great first impression and be able to win people over.

Leadership Qualities:

As a senior level leader, I've spent many years managing employees, motivating them to succeed, and training them to be better at their jobs. I've been responsible for hiring and firing, managed and planned budgets, and worked on both the vision and planning end as well as the implementation of projects. ...what I think is my greatest asset, however, is that I am trainable myself. Being a "leader" also means you personally are able to learn, grow, and evolve.

Communication Ability:

Communication is simply the ability to get your point across. Being able to communicate effectively is important in every facet of the marketplace. It's not solely public speaking, in fact it starts with looking a person in the eye and body language. One of the reasons I got into ministry/church work is that I have strengths in the areas of communication. I also got my under graduate degree in Communication Studies.

Again, I look forward to speaking with you further and I would appreciate the opportunity to interview. You can reach me at (512) 663.8415.

Sincerely yours,

Charles Whitmire