

Professional communication: introductory letter



Professional Communication: Introductory Letter

I have found that you need a Vice President of Manufacturing for Fiber and Electro-Optics Research Center of Virginia Tech from the job advertisement on the official web site scholar. lib. vt. edu. Requirements to applicants outlined in the announcement imply that you need someone experienced in fiber optics industry with excellent leadership, organizational and communications skills. I believe that my enclosed resume will demonstrate that I have the characteristics and experience you seek. My experience of work as personal assistant to the Vice President of Technology and Manufacturing makes me a particularly strong candidate for the position. While being a personal assistant of VP in our company, which manufactures fiber optic couplings and connectors, one of my principal responsibilities was to assist the VP in manufacturing management, i. e. to prepare reports on manufacturing performance of our company. From there I have gained an abundant knowledge of the fiber-optics industry in general and manufacturing management in particular. This data will unquestionably help me in managing manufacturing of your research center and improve its performance. Additionally I have been responsible for preparing letters, memos and other business messages of the Vice President for several years and I have a good idea how business communication should be held in companies operating within the fiber optics industry. Holding business presentations and conferences in my company required certain leadership and organizational talents, which I will be able to apply at Virginia Tech. Although I am satisfied with my current job, helping Virginia Tech to achieve better performance of manufacturing in the position of Vice President is among my top-list priorities. My skills of professional communication I have

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received from my education will be perfectly claimed with your research center.

I would welcome the opportunity to discuss these and other qualifications with you. If you are interested, please contact me at (317) 555-0118 any evening after 19: 00 p. m., or feel free to leave a message. I look forward to meeting with you to discuss the ways my skills may best serve Virginia Tech Fiber and Electro-Optics Research Center.

Sincerely yours,