



# Tonya Zimmerman

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Monday, September 26, 2022

## Ms. Meiling Li

Hiring Manager  
RZK Institute  
(123) 456-7890  
email@example.com

Dear Ms. Li:

In my current role as Youth Project Program Manager at the Research Foundation for Mental Hygiene Incorporated, I've spearheaded public awareness initiatives that caused 54% more young people to access support from the crisis helpline. I hope to drive similar positive results at your organization.

I'm drawn to your group's mission to lead high-impact community projects and residential programs. I believe I can support these efforts based on my skill and experience in these areas:

- Program Management: More than seven years' experience focused on developing and guiding programs for substance abuse treatment and mental health
- Organization: Carefully allocated and documented all program resources, leading to 100% attainment of deadlines and budget requirements
- Motivational Leadership: Guided a team to deliver training that improved educators' confidence in discussing sensitive issues with students
- Talent Acquisition: Recruited and onboarded five new staff members in 2020

I would welcome the chance to discuss my skills with you further. Please call or email me to arrange an interview. I will follow up with you soon to confirm you received my resume and see if you have any initial questions. Thank you for your time and consideration.

Sincerely,

*(Insert Signature Here)*

Tonya Zimmerman