

# **MICHAEL J. ROME**

20000 Hwy 48 Springfield, LA 70000 **Home:** 000-555-5555 **Cell:** 000-555-5555  
mrome121@charter.net

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April 7, 2005

Mr. Garrick Robert  
Employment Relations Coordinator Search Committee Chair  
Office of Career Services  
Southeastern Louisiana University  
SLU 10492  
Hammond, LA 70402

Dear Mr. Robert,

I would like to submit this letter, along with my resume, as application for the position of Employment Relations Coordinator for the Office of Career Services at Southeastern Louisiana University. Serving in this position will be an excellent opportunity for me to share my abilities with a fast-developing career services environment at a leading university. Having developed strong management, marketing, customer service and technical skills relevant to academic environments through employment at Southeastern Louisiana University, I find the opportunity to contribute these skills to your organization exciting.

My most recent experience at Southeastern, as a graduate assistant for the Office of Career Services, included assisting the Director in cultivating relationships with employers and other professionals. This goal was accomplished through implementing a range of marketing activities, which require energy, initiative, attention to detail, and a commitment to presenting a positive image of the office to its constituents. One way I achieved this goal was by working with the Employment Relations Coordinator to solicit employers to conduct On-Campus Interviews at our location. Once employers were committed to participating, I assisted in marketing these opportunities to students via flyers, e-mails and other promotional material.

In addition to the above responsibilities, I worked closely with the Student Technology Liaison to ensure eRecruiting and the department webpage contained up-to-date information. These tasks aided in my proficiency with eRecruiting software from an administrative standpoint. With that learned proficiency, I gained advanced knowledge of Job Vacancy Postings and Resume Referrals, two key components to the job placement mission of Career Services. Additional responsibilities assigned by the Director included researching and writing comprehensive reports, such as one defining cooperative education and internship programs at various universities. In addition to these responsibilities, I assumed a leading role among the student support staff in assisting in the daily operations of Career Services by completing tasks assigned by all four professional staff members.

As a teacher of English, Publications and Catholic Studies at Ascension Catholic High School, I developed the skills necessary to coordinate the day-to-day activities of six class periods. Some of my responsibilities included creating goal-specific weekly lesson plans, developing exams and other projects to evaluate students and selecting texts in modern American literature for students to read and respond to. In addition to these duties, and serving as junior class sponsor, I managed a team of 19 students responsible for producing the Ascension Catholic School yearbook.

My management and customer service skills were also honed in the private sector. While I was employed at the Holiday Inn Atrium and Conference Center, our hotel ranked number one in the region for over two years. Our scores in customer service were unparalleled by other hotels in our region. That type of team environment, with individuals working together towards common organizational goals, allowed me to develop extensive interpersonal skills in relating to co-workers and management, as well as to customers.

I hope to bring my task-oriented work ethic, and my technical and professional skills to advance the mission of Career Services. I look forward to the opportunity to meet with you to further discuss how I may assist your organization in achieving its goals. Please feel free to contact me at any time. Thank you for your consideration.

Sincerely,

Michael J. Rome  
Enclosures