

January 7, 2007

To Whomever concerns,

I am interested in working as a clinical Psychologist or professor of Psychology at your university. I am an expert in psychology, and the arts education, having taken many advanced courses in such subjects. I enclose my resume as a first step in exploring the possibilities of employment with you.

My most recent experience has been volunteering in a psychologist's office as a secretary. I have learned a great deal about psychology through managing the business of a psychologist.

As a psychologist with your organization, I would bring a focus on quality and service to your company. Furthermore, I work well with others, and I am an experienced leader.

I would appreciate your keeping this inquiry confidential. I will call you in a few days to arrange an interview at a convenient time for you. Thank you for your consideration.

Sincerely,

Elizabeth Bereznak