

To the Hiring Manager:

Thank you for taking the time to read this cover letter and my resumé. My resumé just gives you a hint of what I bring to the table. My portfolio (dozens of samples in multiple formats) can better exemplify the types of projects I have worked on in my career.

See several samples at: [http://bobspoint.com/ BP Techwriting.html](http://bobspoint.com/BP_Techwriting.html)

I have acquired a unique set of skills which can be used to your advantage. I pride myself in having the adaptability to learn new processes, procedures, and technologies.

However, my biggest accomplishment is being able to communicate both with end-users and Subject Matter Experts and, when needed, become one myself.

I have always been an advocate for the end-user and I am obsessive about creating documents that are easy to read and understand. For instance:

- I use Document Mapping techniques whenever possible
- Advanced Organizers are a must – let the user know what information is coming
- In complex Visio flowcharts, I avoid using connectors that cross one another – that just creates “spaghetti code” that is difficult to follow
- Graphics and charts should represent data in a format that can easily be grasped by any reader

I have excelled in Management roles because I always keep in mind what it is like to be a “worker.” I am constantly adding to my skill sets to get the job done. I have had numerous opportunities to help my clients by augmenting their staffing needs and, if you need someone with Project Management experience then I can also step into that role.

I am sure that your job spec is a detailed list of what the position entails, although it has been my experience that I can offer even more than most employers are looking for. I am confident that I can accomplish your goals and bring even more to your organization.

Thank you,

Bob Litt

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