

Client Name

Date

Name

Title

Company Name

Address

City, Location

Dear (Name or Hiring Manager):

If your senior leadership team could benefit from a vision-driven, goal-focused Environmental Program Executive with a proven history of innovation and achievement, look no further than the enclosed resume. After reading your requirements for the (Position Title) opening, I am certain of my ability to excel in this capacity.

Throughout my career, I have established a reputation as a transformational leader who is driven by challenge, undeterred by obstacles, and committed to furthering standards of excellence. My expertise encompasses all aspects of Program / Project Management, Quality Assurance / Control, and Environmental / Regulatory Compliance. Further, my ability to build consensus among executive teams and stakeholders to promote transparency and influence positive change has been repeatedly proven. I look forward to bringing these strengths and more to the team at (Company Name).

Please consider the following highlights of my achievements:

- Led in developing and implementing program evaluation of 31 delegated local public health programs in State of Minnesota on basis of FDA Voluntary National Retail Food Program Standards.
- Evaluated and approved 120 laboratories to analyze environmental samples in conjunction with current environmental laboratory accreditation standards recognized by National Environmental Laboratory Accreditation Program, Safe Drinking Water Act, Clean Water Act, Resource Conservation and Recovery Program, Underground Storage Tank Program, and Clean Air Act.
- Collaborated training and delivered consultation on ongoing basis to over 160 statewide foods, pools, and lodging regulatory staff regarding regulatory requirements, compliance, and enforcement tasks.

I look forward to meeting with you and learning more about your goals for this position and (Company Name). Until then, thank you for consideration.

Sincerely,

Mark J. Miller, AICP

Enclosure: Resume