

Bonnie Mullaney

bonniec07@hotmail.com PO Box 24, Phillipsville CA 95559

707-932-0800

May 8th, 2023

Weott Community Services District

RE: Administrative Manager

Dear hiring manager,

Throughout my career, I have contributed to impacting business outcomes through effective organization, prioritization, and execution of key projects. My skills and qualifications are an ideal match to the Administrative Manager requirements and I believe I will bring value to Weott CSD’s goals.

Previously, in my General Manager role, I have been faced with numerous challenges, in which I have always found solutions for. I’m determined, fun, and up for any challenge. I am independently motivated, yet I appreciate team efforts and collaborate productively within groups. Additionally, I am knowledgeable in operations management and project management with proficiency in developing procedures and finance management.

Because my professional goals align with Weott CSD’s mission and values, this opportunity is especially exciting. I will have a hard time moving on from my current employment, but I’m appreciative to be considered for this opportunity. I believe my leadership, motivation and communication abilities will support and drive your organizational success.

To demonstrate the scope of my career history and professional competencies, please take a moment to review my attached resume. I appreciate your evaluation of my credentials and subsequent response.

Sincerely, Bonnie Mullaney