

Soomsak Jamornmarn

12 Central Villa,
Arrati Rd., Pakkret
Nonthaburi 11120

Cell: 0816244444
Work: 0258345455
Soomsak.j@gmail.com

Mr. Krit Panusak, VP Financial Aid
ABCD University,
50 xxxxx xxxx Rd.
Bangkok 10900

13 April 2009

Dear Mr. Krit:

Please accept this letter and accompanying resume as my sincere interest in your Financial Aid Manager position recently posted on the ABCD website. With successful career experience encompassing many of the managerial aspects you describe, I believe I have much to offer you and ABCD University in this capacity.

Your posting asks for, among others, skills in communications, customer service, ability to follow processes and work effectively as part of a team while maintaining a positive attitude...all of these are skills and attributes that I utilize on a daily basis. In addition, I offer you excellent computer skills utilizing Excel for numerous administrative functions and also maintaining the athletic website. Here are a few additional qualifications that might be of particular interest in your search for the ideal candidate for this position:

- Budget Management – in my position as athletic director, I have complete oversight of the entire athletic budget. Under my tenure, the department has not had to request additional funding from the district.
- Process Creation & Implementation – I am constantly creating and implementing processes to streamline various events and activities; and I played an integral role in the development and introduction of two new varsity sports.
- Staff Management – currently oversee a coaching staff of 46 and effectively organize and manage team of volunteers for myriad of large and small events, focusing everyone on a common goal with much success.

I would love the opportunity to speak with you and share my qualifications in greater detail while learning more about exciting position and how I might contribute to the continued success of the Financial Aid Department of ABCD University. Feel free to contact me at your convenience to answer any questions you may have or to set up a convenient time to meet. Thank you for your time and consideration. I look forward to speaking with you.

Sincerely,

Soomsak J.