

Robert Jacobsen

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Dr. Sydney Templeton
Alabama Board for Physician Workforce
State Medical Education Board of Alabama
553 West Blvd.
Montgomery, AL 36108-1612



Dear Dr. Templeton:

My strategic vision, strong record of leadership, and ability to communicate effectively with all stakeholders align well with your need for an innovative and creative Executive Director for the Alabama Board for Physician Workforce and State Medical Education Board of Alabama, as currently advertised. In fact, when I read your ad for the position, I couldn't help noticing how well your requirements match my experience, education, skills, and background. I can imagine the many challenges you face in planning, establishing, and directing the operation of the Alabama Board for Physician Workforce and State Medical Education Board of Alabama – challenges that could benefit from my unique background combining nonprofit, government, and business careers.

You will likely be especially interested in my robust experience with forming boards of directors for two nonprofit organizations, which matches your need for an individual to appoint and utilize an Advisory Board. My numerous key contacts in a variety of industries would be particularly advantageous.

While my enclosed resume provides a good overview of my strengths and achievements, I have also listed some of your specific requirements for the position and my applicable skills:

You require:

- ◆ Advanced degree in public administration.
- ◆ Five years of increasingly responsible experience in program development and administration, including demonstrated line responsibilities in decision-making and budget preparation/control activities. Experience in managing a multi-program or multi-divisional operation.
- ◆ Knowledge of full range of business-management methods, practices, and techniques, as well as familiarity with Alabama and its growing economy.
- ◆ Well-developed understanding of grant management/funding agency requirements.
- ◆ Demonstrated capacity to handle wide range of training and development tasks.

I offer:

- ◆ A Master of Public Administration degree.
- ◆ Eighteen years of experience in nonprofits and state/local government and expertise in developing and administering budgets, along with a strong background in partnering with key Alabama business leaders in health care, higher education, and other fields. My extensive decision-making experience in overseeing multiple programs and multi-divisional operations bolsters my qualifications.
- ◆ An extensive background in business buttressed by my education, along with high level of familiarity with Alabama's economy through positions in government, business, and charitable work.
- ◆ A strong record of fund-raising for charitable causes.
- ◆ Throughout a career that has included significant mentoring, coaching, and guiding of staff, I have demonstrated a commitment to collegiality, diversity, and the nurturance of training and professional development.

Since my background fits your requirements so closely, I am clearly one of the people you'll want to see. I plan to contact you to follow up on this letter and see if we can arrange a meeting. In the meantime, please feel free to contact me using the information listed on page one. I look forward to our meeting. Thank you for your time and consideration.

Sincerely,

Robert Jacobsen