

**Suzanne
Nantz**

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Feb. 18, 2008

Holly McPherson
Atria Senior Living Group
853 Tamalpais Ave
Novato, CA 94947

Dear Ms. McPherson:

My extensive experience in operations management and my commitment to achieving the highest quality aligns extremely well with the Senior Director of Operations position that you are currently advertising.

I offer the unique combination of hands-on administration that maximizes organizational effectiveness, operations-oriented leadership that ensures efficiency, and people-oriented guidance that yields productivity. I've done all that and much more in senior-level positions in the business-center sector for more than 10 years, where I consistently scrutinized processes with an eye toward greater efficacy.

My accomplishments include assessing current and future staffing needs, overseeing allocation of financial resources, and managing budgetary processes. I can build and lead successful, goal-oriented teams of professional staff while overseeing budgets and resources for bottom-line results. I have turned unprofitable operations into profit-makers. I have contributed to keeping business centers running like well-oiled machines with a warm, human touch. Upon identifying key issues, I solve problems while embracing change and its positive effect on successful organizations. Fostering commitment, team spirit, pride, trust, and group identity are particular strengths.

I would like to be considered for a position in which someone of my background could make a contribution. I will contact you soon to arrange for an interview. Should you require any additional information, I can be reached using the contact information listed above.

Sincerely,

Suzanne Nantz

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