

# Ben Sheldon

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12 Germania St. #2, Boston, Massachusetts

Mr. Paul Hansen  
Director, CTC VISTA Project  
UMass Boston  
100 Morrissey Blvd.  
Boston, MA 02125

Dear Mr. Hansen:

Your advertisement for Assistant Director of the CTC VISTA Project, listed on the UMass Boston website ([http://www2.www.umb.edu/human\\_resource/job/show\\_detail.php?id=1586](http://www2.www.umb.edu/human_resource/job/show_detail.php?id=1586)) immediately caught my attention because my professional experience and skills closely parallel your needs.

The job description states this position will coordinate activities internally as well as between several high level groups within the University and governmental agencies. Last year, as Online Community Developer of the Digital Bicycle Project I was responsible for setting high-level goals and ensuring they were successfully met by interfacing with different educational and commercial interests. As Marketing and Development Associate at Generations Incorporated, I demonstrated my ability to establish procedures for carrying out on-going monitoring of financial management, program performance, and performance measurement. By improving the organization's grant making process through an emphasis on program performance metrics, I helped ensure financial solvency and the success of Generations Incorporated's early-educational support services.

Through my current position as VISTA Leader I have a strong understanding of current operations and the ongoing strategic needs of the CTC VISTA Project. I am well versed in the AmeriCorps\*VISTA program both from my direct experience as a VISTA and in my current support and supervisory role to other VISTAs serving nationally.

In addition to my professional experience, previous coursework and ongoing professional development in marketing and communications, as well as diverse technical literacy, has provided me the core skills demanded by the CTC VISTA Project.

I believe that you will find additional information in the attached resume that further demonstrates my capacity for performing the role of Assistant Director. Please call me to arrange an interview so that we may discuss how my ability to work with diverse groups and projects would contribute to the CTC VISTA Project. I look forward to hearing from you.

Sincerely,



Ben Sheldon

**Creates own stationary**

**Addresses proper person by name and title**

**Identifies specific ad and job title**

**Relates experiences to job requirements**

**Discusses experience**

**Discusses schooling**

**Refers reviewer to resume**

**Asks for interview and repeats main qualifications**