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# PRODUCT MANAGER

 cburnham@gmail.com  (667) 412-1147  47 Danes Avenue, Baltimore, MD 21274

[Today's Date]

[Hiring Manager]  
[Company Address]  
[Company City, State, Zip]  
[Company's Telephone No.]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Manager's Name],

I am writing to apply for the product manager position at Central Bay Software. I have more than 8 years of experience working as a product manager for technology companies similar to yours where I have accumulated an extensive skillset. My professional expertise aligns perfectly with the goals of this position in your company.

My duties at CityTech include balancing an ever-changing product line while seeking to coordinate and connect the appropriate teams in order for product development to run as smoothly as possible. Central Bay Software would benefit from my skills in the following areas:

- Driving the determined solution cross the necessary development teams with good communication and leadership
- Understanding market requirements for current and future products
- Analyzing potential partner relationships for the product

I would be keen to learn more about your needs—I understand Central Bay is expanding its operations to increase production for its new product ranges, since it exceeded its sales quotas last year by a substantial amount.

Given the chance, I would be a valuable asset for the next line of products being launched over the coming year. It would be a privilege to discuss your product manager position in more detail. I would be happy to come by whenever it is most convenient for you. Thank you for your time, and I am looking forward to hearing from you. I can be reached at (667) 412-1147 or at cburnham@gmail.com.

Sincerely,

Your Name

April 16, 2013

Re: Emerson Excellence in Teaching Award Nominee Dr. Alma Shapiro

I am writing this letter to support Dr. Alma Shapiro's nomination of the Emerson Excellence in Teaching Award at the University of Missouri-St. Louis. Dr. Shapiro served on my dissertation committee between 2011-12, and she is the steward for one of the courses I teach in the Division of Teaching and Learning, EDE 4120: Classroom Management, so I have worked with her in a professional capacity since 2008.

Dr. Shapiro is an outstanding educator in all respects. As a member of my dissertation committee, she made significant contributions to the project overall, particularly to the methodology section. Dr. Shapiro challenged my writing in ways that made my final product stronger. She was available whenever I needed guidance, and her ethical direction pushed me to examine my methodology choices in their fullest potential.

As the steward of the undergraduate Classroom Management course, Dr. Shapiro redesigned the curriculum to reflect higher expectations for student performance as well as to ensure that preservice teachers are meeting state standards. I adopted Dr. Shapiro's course curriculum with much success and have administered it consistently over time. This curriculum has proven itself to address preservice teachers' needs holistically, examining several classroom management philosophies throughout the course. The assignments reflect a variety of learners' strengths and strongly encourage critical thinking. Furthermore, Dr. Shapiro works collaboratively on a regular basis. We often meet to discuss the content of the course and any collective changes we might make.

As a professor, Dr. Shapiro is most certainly providing quality education for future teachers and professors who will positively influence the lives of our children. She is fair to all of her students, compassionate, has high expectations, and is approachable. Dr. Shapiro has been an excellent mentor to me and to her other students, both graduate and undergraduate. In sum, she is a dynamic teacher and is most deserving of the Emerson Excellent in Teaching Award.

Sincerely,

Dr. Carolyn J. Brown  
Student Teaching Supervisor and  
Adjunct Faculty, College of Education and  
Department of English





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