

# Tonya Zimmerman

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109 My Rd., Albany, NY 32109

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**Ms. Meiling Li**  
**Hiring Manager**  
**RZK Institute**  
**(123) 456-7890**  
**email@example.com**

September 26, 2024

Dear Ms. Li:

In my current role as Youth Project Program Manager at the Research Foundation for Mental Hygiene Incorporated, I've spearheaded public awareness initiatives that caused 54% more young people to access support from the crisis helpline. I hope to drive similar positive results at your organization.

I'm drawn to your group's mission to lead high-impact community projects and residential programs. I'm drawn to your group's mission to lead high-impact community projects and residential programs. This has been the focus of my seven years as a program manager and volunteer for Chicago-based nonprofits. I believe I can support these efforts based on my skill and experience in these areas:

- **Program Management:** More than seven years' experience focused on developing and guiding programs for substance abuse treatment and mental health
- **Organization:** Carefully allocated and documented all program resources, leading to 100% attainment of deadlines and budget requirements
- **Motivational Leadership:** Guided a team to deliver training that improved educators' confidence in discussing sensitive issues with students
- **Talent Acquisition:** Recruited and onboarded five new staff members in 2020

I would welcome the chance to discuss my skills with you further. Please call or email me to arrange an interview. I will follow up soon to confirm you received my resume and see if you have any initial questions. Thank you for your time and consideration.

Sincerely,

Tonya Zimmerman