

Dear Hiring Manager:
Let's talk...I'm ready
to get started...
Your Name

Ways I Add Value to Your Organization

Your Name
you@youremail.com
(123) 456-7891

Add to, remove, modify these
statements to address the ways you
add value to an organization.

1. I make integrated statements out of disjointed ideas found in _____.
2. I find flaws or ambiguity in arguments/testimony/evidence and apply _____.
skills to resolve them either by myself or collaborating with _____.
3. I fill in gaps in thinking by applying _____ analysis to help clients/
customers _____.
4. I transform the raw material of ideas into communication that transfers
_____ knowledge to clients/customers.
5. I transform the occasional collection of disorganized information into a
consistent interface that's presented to _____ clients/customers.
6. I am a _____ professional skilled in many _____ areas and
apply those skills to all _____ projects.
7. I make effective use of _____ Best Practices to develop better _____.
8. I have an understanding of the human factors that affect and influence
communication/testimony.
9. I stay current with practices, tools, technology, and research in my field by
being an active member in professional societies and associations.
10. I know and use alternative methods for reaching _____ client/
customer audiences.
11. I use project management techniques on all major projects.
12. I am an expert in the _____ process, which means I can do it quicker and
right the first time.
13. I am a generalist who juggles many concurrent projects; I can also be a
focused specialist as the need or project dictates.
14. I am a technical expert in my field in a variety of applications, methodologies,
and tools.
15. I have the skills, experience, and knowledge to add value to any _____ project.
16. I am the subject matter expert when it comes to _____.
17. I bring a sense of project ownership and project urgency to all of my work.