

Dear Mike,

As you know, I've enjoyed a long and successful career in the corporate work/life industry with a focus in back-up dependent care services. Since leaving The Early Learning Company in 20--, I've ventured into elder home care and K-12 school technology.

Now that I'm ready for something new, I'm writing to ask for your thoughts and ideas about my transition. I'm trying to identify long-term opportunities to work in a mission-driven, service-oriented company.

In the past, my relationship-building skills have enabled best-in-class, high growth companies to successfully develop and nurture long-term strategic partnerships with great results.

Continuing on this path, my vision of the future is best suited to one of three areas:

1. The work/life or wellness industry.
2. Eldercare services.
3. Foundation or social service agencies.

What I'm good at is adding resources to organizations to help them do what they do best. Titles for this kind of position might be director-level and above in one of these areas: Client Relations, Community Relations, Sales/ Marketing, Strategic Alliances, Wellness, or Work/Life.

My goal is to grow the organization, expand its mission, and serve more people. I'm looking for a nice place to work with smart people who want to do great things for others!

I plan to call you within the next 10 days to be sure you received this letter and to ask if you have any thoughts or ideas about people I should contact, or specific positions or opportunities I should pursue. I appreciate your taking the time to consider my situation, and I look forward to talking to you soon.

Best personal regards,  
Sophie

P.S. -- I have enclosed my resume. Please feel free to share it.

**Sophie White**

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