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Month day, year

Directorate of Human Resources
Council of Europe
Liaison Office with the European Union (EU)
12, avenue Tervuren
B - 1040 Brussels
Belgium

Please note that portions of this letter are highlighted for illustrative purposes, demonstrating how you can address employer needs (as outlined in the job posting).

Re: Vacancy Number 1234ABCD – Director of Information and Communications

Dear Sir or Madam:

It is with great interest that I respond to the advertisement on your website for a director of information and communications. I am extremely pleased that this vacancy is open to recent MBA graduates who are nationals of non EU member states. As one of Europe's oldest international organizations, the Council of Europe is best known for its work promoting human rights and democracy. The Information and Communications Directorate therefore plays a leading and crucial role in an institution bringing together its 47 member countries to advance democratic principles and human rights.

I am convinced that my attached résumé will meet all of the Council of Europe's demanding standards for recruitment, especially those related to ability, efficiency and integrity. I hold a Master's in Business Administration (MBA) from the Telfer School of Management at the University of Ottawa, Canada, as well as a Joint Honours Bachelor of Administration and Management Information Services (MIS) from the Universidad del Pacífico in Lima, Peru. I have extensive experience in corporate services and social affairs which I gained as general manager of Corporate Services at the International Potato Center (CIP) in Lima and as project manager within the Social Affairs Division at the Economic Commission for Latin America and the Caribbean (ECLAC) in Washington, D.C.

At the CIP, I directed six multi-national teams on three different continents with the mandate of creating effective processes for the administration, research and sustainable management of natural resources. At the ECLAC, I conducted over 50 research projects and disseminated best practices across the Commission. I am proud to say that within both organizations, I was recognized as a strong inspiration and motivator to our multi-cultural and multi-national groups. Thanks to my proven leadership and influencing skills, the CIP secured additional funding worth 60 million EUR from 10 new donor members, while the service I provided to more than 15 regional intergovernmental bodies at ECLAC helped increase member participation by 30% in relation to key expert group meetings and conferences on social issues.

I have demonstrated considerable integrity in all of my personal, academic and professional undertakings as reflected in my academic achievements in Peru, the USA, France and Canada, as well as in the progressively responsible positions I have held, particularly in Lima and in Washington. As member and treasurer of the Peruvian Association of MIS Specialists and as president of the Canadian Association of Master of Business Administration Graduates (CAMBAG), I have actively championed demanding standards of professionalism and deontology for myself and the teams I have been associated with. As an executive leader of the CAMBAG, I actively participated in the drafting of the first Canadian MBA Oath pertaining to social, ethical and global values. I am also fluent in Spanish, English, French and Portuguese.

I am confident that I will be considered an asset to the Council of Europe. I believe that I have the knowledge and the training, as well as the experience, skills, competencies, and personal attributes to significantly contribute towards maximising the impact of the Information and Communications Directorate. I would welcome the opportunity to work in the Council's stimulating, multi-cultural and multi-lingual work environment. Therefore, please find enclosed my résumé which will provide you with additional information related to my strengths and achievements. Thank you in advance for your consideration. I look forward to hearing from you in the very near future.

Yours truly,

Flora Quispe de O'Brian, MBA

Encl.