

2326 Carlisle Road
York, PA 17408
717-916-0586
pcrider@ycp.edu

May 13, 2014

Mr. Randall Jones
Pennsylvania State Employees Retirement System (SERS)
1 Credit Union Place
Harrisburg, PA 17110

Dear Mr. Randall Jones,

I am applying for the position of Administrator Management Trainee at the State Employees' Retirement System listed on the Pennsylvania State Civil Service Commission website. I have eleven years experience working for the state and over ten years in business management. Prior to enrolling in college, I managed my own small business for four years. My work for the Pennsylvania Liquor Control Board gave me experience in retail sales and the management of the Wine & Spirits Shoppes. The most recent experience I have with the state was working in the employer tax accounting department of Labor & Industry making me knowledgeable in accountant skills also.

I have earned a Baccalaureate Degree from York College of Pennsylvania in Professional Writing and have excellent written and verbal skills as well as extensive public speaking experience. I feel at ease working with individuals or with groups of people and have found people are able to relax and learn from my teaching ability which is valuable in a managerial position. My past work in 2002 assisting the public with product choices and managing store staff in combination with the experience of writing for local newspapers will give me confidence in my ability to successfully fulfill the trainee position and my personal philosophy of working hard would be valued by you.

More information about my education and experience is included on the enclosed resume. I look forward to having the opportunity to speak with you regarding the Administrator Management Trainee position. I will plan to follow up with you next week to request an interview. You can reach me before then at (717) 916-0586 or at pcrider@ycp.edu. Thank you in advance for your time and consideration.

Sincerely,

Patricia A. Crider

Enclosure: Resume