

DANA LEAVY-DETRICK

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Aspyre Communications
100 8th Avenue, Suite 35
New York, NY 11231
Attn: Jennifer Goddard

June 14, 2013

Dear Jennifer:

I am reaching out with interest in consideration for the Director of Training & Development position with Aspyre Communications. With over 20 years of public relations experience combined with 10 years of human resources, training and development expertise, my strength is in helping organizations improve business performance by cultivating a culture that promotes higher engagement and increased retention. Currently, I am consulting and recruiting for several PR agencies.

I bring extensive experience designing and implementing organizational development and training programs that have improved performance, efficiency and leadership competencies. Additionally, I've cultivated a valuable network of contacts, and through leveraging those relationships, have saved companies tens of thousands of dollars in recruiting costs. I'm confident that I bring to the table a valuable mix of competencies and experience that includes:

- Training & Development (Conducting needs assessments, MBTI workshops, and building leadership, creativity, communications, and presentation skills)
- Design & Implementation of Internal Coaching Programs
- Recruitment & Onboarding Processes (External branding, career fairs, and employee retention programs)
- Development of Employee Communications & Events
- Succession Planning
- Administering Organizational Reviews
- Thought Leadership on Talent & Training

My work as an executive coach and trainer illustrates my capabilities as a compassionate and strategic leader, and I'm confident in my ability to positively impact organizations by leading and inspiring people towards their greatest professional potential. I welcome the opportunity to discuss my qualifications and the needs of the role in more depth, and I thank you in advance for your consideration.

Sincerely,

Dana Leavy-Detrick