

Steve Ledbetter

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(817) 426-2325

Dear Prospective Employer:

Please accept this letter and presentation of my resume as expressed interest in a position with your organization. Please consider the following as they may relate to the requirements of the position:

- Well-developed communication skills – adapt quickly to new environments.
- Superior leadership and organizational skills.
- Ability to work in a multiple tasks environment.

My experience, education, and capabilities will allow me to assume the responsibilities of a variety of positions without interruption to the continuity of any programs or goals currently in progress. I am available for a personal interview at your convenience and look forward to hearing from you soon.

I may be reached at the above address or telephone number.

Respectfully yours,

Steve Ledbetter
Enclosure:
Resume