

Letter of Introduction
Michael C. Ross, JD

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Writing Samples: www.ssorleahcim.com

Re: General Cover Letter – Author/Writer

To Whom It May Concern;

I am writing today with respect to the position posted online. With that position in mind, please accept not just this **Letter of Introduction**, but also my **Professional Profile & Resume of Qualifications** as my application for the position.

For the record, as a 'writer by trade', and I am extremely experienced in producing quality content that benefits consumers, boardrooms and classrooms. I have produced the following types of documents:

- **Legislative and Political:**
 - Analysis – legislation and reports
 - Grants, proposals and bids
 - Speeches - themed
 - White Papers and Reports – as per design, research and need
 - Testimony – before legislative bodies on specific projects
 - Letters of support or opposition
 - Legislation – bill requests, research, preparation and proposed amendments
 - Intelligence briefings – (International Intelligence Community)
- **Business/Consumer:**
 - Investing Material – analysis of stock activity
 - Press Releases
 - Trade Show Material
 - Business Plans
 - Grants, Grant Tracking, Business Proposals and bids
 - Letters – demand, complaint, legal action
- **Education/Teaching:**
 - Lesson plans
 - Weekly, monthly and quarterly “reports” (grading information)
- **Legal:**
 - Wills and Trusts
 - Contracts, Negotiations and Settlements
 - Court Filings and Specialty documents (for filing with courts and clerks)
 - Legal Briefs
- **Misc.:**
 - Scripts – 1 made into a movie
 - Magazine & Newspaper articles (over 200 – for myself and others)
 - Stories – Long and Short
 - Resumes
- **Publisher:** Published the following:

Michael Ross - Professional Profile & Resume of Qualifications – Letter of Introduction

- An Industry Trade Fax for 6 years
- A daily Stock Report for 5+ years (blogs)
- A monthly Newspaper for 7 years
- **Research:**
 - Papers – short and long
 - Stock Analysis
- **Social Media:** blogging – Over 2,200 published blogs, with focused subjects related directly to analyzing California business & investment communities

In closing, I know that I have what it takes to handle the responsibilities outlined in your job description, and I look forward to talking to you about how my skills and background can become a vital part your business operations.

Sincerely;

Michael Ross