

Professional Profile & Resume of Qualifications – Letter of Introduction

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“An Experienced Professional With A Dynamic Leadership Background & Grassroots Organizing Skills”

Letter of Introduction

RE: Professional Profile Cover Letter - Sample

To Whom It May Concern;

I am writing with regard to the advertised position. Please accept this **Letter of Introduction & “Professional Profile & Resume of Qualifications”** as my application for the position.

Before I get into the body of this letter, I would like to say 3 things: I have

- 1) Not for profit experience as both a paid staff person and volunteer;
- 2) I am an expert at coordinating messages to achieve fundraising goals;
- 3) I have a portfolio of materials that I can share with you

With that said, I would like to take a quick moment to introduce myself to you. I am an Einstein-esk out-of-the-box thinker with real-world problem solving, sales, management and administrative skills. I believe in the Jewish concept of making the world a better place (Tikkun Olum), and strive to help my neighbor as much as possible. Additionally, I love movies, music, sports, chess, word games, puzzles, travel and learning, as well as reading, writing, gardening and tackling new challenges. Finally, I love garage sales, collect plates, bobbing head dolls and sports, and Beatle memorabilia, and work out in a gym, daily.

With over 2,580 bills passed or defeated, quite frankly, it is hard to pinpoint my largest **professional accomplishment**, but I guess if I had to, it can be summed up as follows: For the first 19 years of my career, I acted as a Consumer Advocate, supporting and opposing over 1,000 pieces of legislation – and did so for zero pay. This was fulfilling, educational and fun.

Even so, this is not my largest “legislative accomplishment”. My largest legislative accomplishment is this: One day I was lecturing at a local High School about California politics, and noticed several students in the audience whom I was friends with one or both of their parents. One kid was the son of my ‘arch political nemeses’. During the question and answer period, the kid raised his hand and asked me if I knew his father. I said yes, and the kid immediately said that he didn’t understand what his dad did, was embarrassed by his dad, and wanted his dad to get a ‘normal job’ that he could understand. Surprised, I said that his father job was important because his actions affected the lives of almost 40 million Californians. I added that even though we were often on opposite sides, I respected his father, and told him that we acted professional towards each other. Returning to my office, I called the boy’s father and told him what happened. The father thanked me and said he would look into it.

A week later I saw my “opponent” in the capital a couple of days later in a negotiations meeting. Before the meeting started, he told everyone what I had done, walked over to me, shook my hand, and hugged me in front of over 2 dozen people. I held back tears when he told everyone what I did and that I was his friend. I am proud of this accomplishment and it should show you how I think and work with people (we may be enemies on the ball field, but in life, we are all friends working to make the world a better place).

Additionally, I have:

- 1) Been a Big Brother to a fatherless child;
- 2) Conducted Press Conferences and Seminars;
- 3) Written a FTC Brief that helped stop a large merger between international companies;
- 4) Sold legislative ideas that have protected consumers, enhanced sales and saved them billions of dollars;
- 5) Authored a Constitution for a new country;
- 6) Been part of a team that brought a case to the U.S. Supreme Court;
- 7) Been named one of the 10 most influential people in the Sports Card industry by USA Today for legislative actions that enhanced consumer protections, just ahead of Joe DiMaggio and NBA Properties;

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- 8) Designed trading cards for the Grateful Dead and H. Ross Perot's 1992 Presidential Campaign;
- 9) Was in a Chanukah Facebook photo that went viral – 339,122 views (as of 12/31/17).

What does this mean?

It means that Michael is more than just an employee – Michael is a Humanitarian that will help you increase profits while selling and enhancing your company's public image.

Michael Has:

- Sat on the Board of the International Jewish/Muslim Dialogue Center and produced a seminar;
- Won the ACE 2001 Political Involvement Award;
- Edited the Sacramento Wheelchair Sports Assn.
- Been a S.M.A.R.T. PAC Director;
- Developed Community Plans that have rezoned ½ a city and created 2 arenas & a stadium;
- Been organized and create political and business marketing campaigns;
- Sat on public and private boards as both a volunteer and professional staff;
- Been an "Elections Judge" (5 elections);
- Helped attract professional sport to Sacramento;
- Been JCC & Chabad Event & Sports Coordinator;
- Been a Managerial applicant for the Oakland Athletics (2006);
- N. California Presidential Press Coordinator for a Presidential campaign;

Here I would like to point out that I have produced the following types of communications documents and supporting communications based events:

- **Legislative, Legal and Political:**
 - Press Conferences and Political Seminars with supporting Press Releases and White Papers
 - Letters of support or opposition and consumer demand, complaint, legal action
 - Legislation – bill requests, research, preparation and proposed amendments
 - Analysis – political analysis of legislation and reports
 - Speeches and themed testimony – before legislative bodies on specific projects
 - Intelligence briefings – (International Intelligence Community)
 - Legal Briefs, Contracts, Negotiations, Wills, Trusts and Settlements
 - Court Filings and Specialty documents (for filing with courts and clerks)
- **Business/Consumer:**
 - Business Plans, Proposals and Bids
 - Press Releases and Trade Show Material (brochures, fliers and misc. giveaways)
- **Misc.:**
 - Scripts – 1 made into a movie
 - Magazine & Newspaper articles (over 200 – for myself and as a ghost writer)
- **Publisher:** Published the following:
 - An Industry Trade Fax for 6 years
 - A daily Stock Report for 5+ years (blogs)
 - A monthly Newspaper for 7 years
- **Social Media:** blogging – Over 2,200 published blogs, with focused subjects related directly to analyzing California business & investment communities

To support my work, I hold a Doctor of Law (JD) from the University of Northern California School of Law, and am published over 350 times, including business plans, trade-faxes, screenplays and e-books.

Thank you for your time. I look forward to talking to you about how my professional skills, qualifications and legislative background can become a vital part your business operations.

Sincerely;

Michael Ross, JD