Keywords in a Cover Letter

I am a highly experienced, client-oriented Software Development and Programming Manager. I am an accomplished leader, capable of building motivated and productive teams. I possess significant software design and engineering expertise. My career includes project management responsibility for both government and industry projects, including RFP preparation, subcontractor negotiations, budgeting, and technical documentation. I possess extensive P&L management experience.

Keywords in a Cover Letter

I was recruited to join the accounting and financial management team of a professional services organization. I have strengthened accounting practices, streamlined financial reporting processes and improved the quality of financial data. I am concurrently managing corporate legal tax, and administrative affairs. I have led investor presentations, negotiated corporate credit transactions and coordinated all regulatory filings.

Keywords in Accomplishment Statements

- Led a private healthcare practice through successful transition to thrive in a managed-care environment.
- Designed a new market-driven community-oriented patient care model.
- Consultant for a start-up home pain management therapy program that grew to $2.8 million in first-year revenues.
- Researched and implemented computerized digital technology for in-house medical testing and results reporting.
- Spearheaded introduction of leading-edge quality care models and systems.

Keywords in a Resume Skills Section