

Resume Cover Letter

Steve Findlay

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I wanted to include a cover letter with my resume to help avoid any confusion and to increase my chances of consideration for the position.

I am seeking current employment with your firm for the position included with the application and my resume. For the past two years I have been excluded from the workplace due to health concerns. I have now regained good health which includes my eyesight and am now more than interested in rejoining the workforce. I am including this brief explanation to help alleviate any questions or concerns as to my experience and why I would be interested in a ground level or introductory level position. I have not been working for the past two years and now I am very motivated to work again. I am willing to start at the bottom and "quickly" prove myself and work up.

You can see through the experience listed on my resume that I have extensive history in the marketing and sales industry. Being self-employed in the real estate and mortgage field for over fifteen years followed by developing and implementing programs to pair buyers and sellers with high ticket items demonstrates my ability to be an integral team player and a valuable asset for your firm. I can promise my attention to details and your customer satisfaction can be relied upon. I hope for your serious consideration and look forward to an interview for any position that you might have available. Thank you!

Steve Findlay

Steven W. Findlay

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Objective: Administrator

Summary of Qualifications

More than 15 years of experience
Managed a sales staff of 12 agents
Developed and implemented marketing programs
Developed a network for project funding and hard to place financing
Worked with a National Housing Coalition where I spoke to large groups of prospective borrowers
Recently completed classes in Entrepreneurial Finance Concepts and process
Mastered training in E-commerce, Salesmanship, Marketing and Accounting

Education

Heald College, Stockton, Ca.
Associate in Applied Science degree, Entrepreneurial Business Administration July 2014

Major Courses Completed

Entrepreneurial Finance Concepts and Process
Marketing Concepts and Process
Accounting
E-commerce and Entrepreneurial Process
Internet Explorer, Outlook, Word, Excel, Access and PowerPoint

G.P.A. 3.6 Honor society

Experience

June 2006 to present
Self-employed in the commodities field as an intermediary facilitator
*Developed extensive network with platform officers, buyers and sellers
*Work with many different types of commodities to include banking instruments, historic bonds, fuel and precious gems

Real Estate Experience

June 2004 to 2006
Envision Lending/Las Vegas Sports and Entertainment Project (Las Vegas NV.)
*Financing Specialist securing financing for casino/resort
*Worked securing development loan from Bahamian Government secured by private trust
February 1994 to April 2004
National Funding Group (San Jose CA)
*Recruited to manage sub-prime loan officer team, developed marketing plans
*Secured and managed statewide marketing plan with "Affordable Housing Coalition" where I spoke to groups of 500+ as instructor for the "First Time Homebuyers Program"