



PROFESSIONAL COMPETENCY: career management

CRAFTING A WINNING TRANSMITTAL LETTER

ONLINE LEARNING

Crafting a Winning Transmittal Letter is designed to walk local government job seekers through the first stage of the application submission process. This course reviews, "stand out from the crowd" email submission techniques, a successful transmittal letter crafting process, and transmittal letter spoilers that must be avoided. This course is a must for the first time public sector job seeker or the seasoned local government professional seeking to transition to a new job or advance his/her career.

Takes approximately one hour to complete and qualifies for nationally accredited CEUs.

Objectives:

By the end of this workshop, participants will be able to:

- Review "stand out from the crowd" email submission techniques
- Review a successful transmittal letter crafting process
- Review specific transmittal letter spoilers that must be avoided

