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CorporateSpace, Inc.
1400 – 1226 Mayflower Parkway
Dallas, Texas 29819

Tuesday, November 08, 2005

Attention: Ms. Joan Alvarez, Vice President - Operations
Re: **Emergency Response Manager** employment opportunity (Competition #F1009-265)

Dear Ms. Alvarez:

The events of the last few years have reaffirmed the fact that the world will likely never be the safe place that it ought to be. We have seen corporate, government, and public security become increasingly threatened by the emergence of emboldened terrorist groups operating far abroad from their traditional home bases. We have seen software and equipment malfunctions continue to cause disasters, despite recent advances in technology. And we know that we will continually be challenged in our ability to predict, prepare for, and respond to natural disasters such as earthquakes and fires.

I specialize in helping organizations to prepare for and mitigate the consequences of any such unforeseen emergencies - to be ready to respond, and in turn, to demonstrate to the marketplace that they are a safe bet for doing business. As the Emergency Planning Manager for a mid-sized Seattle-based airline (Flyhigh Airways), I single-handedly created and currently operate the company's entire ER function. The Emergency Response Manager opportunity with CorporateSpace is just the type of work that I excel in, and I could easily take my airline ER experience and apply it to the office management industry. I could immediately improve the safety practices of your organization. Generally speaking, here is what I would bring to CorporateSpace:

- **Proven leadership in Emergency Response...** The comprehensive program for that I developed and operate for Flyhigh Airways is a model of excellence, and it includes an ER Centre, ER Plan, ER Training Program, and a Bomb Threat Training Program.
- **Outstanding communication skills...** A skilled writer, I have written (both solely and as part of a team) several large documents for my airline employers, including an 800-page ER Manual, a Flight Attendant Manual, and a several ER and Flight Attendant training programs. An experienced presenter and trainer, I have trained thousands of airline employees and more recently given speeches to numerous groups on ER preparedness.
- **First-hand understanding of how businesses run...** I spent several years as the owner/manager of a busy outdoor gear shop and, more recently, was one of a small group of individuals that started Flyhigh Airways from scratch.
- **The character and the drive to make things happen...** Many different challenges (both as an employee and as a volunteer) have made me able to work well with others, especially with difficult personalities in stressful circumstances. I perform well on both solo assignments and when coordinating activities with others. My highly-organized, detail-oriented, quality-focused approach has consistently brought positive results.

Thank-you for reading my résumé. I am very keen to share with you my ideas about how I could build a top-notch ER function that specifically addresses CorporateSpace's needs. I will contact you in one week to arrange a meeting; in the meantime, please don't hesitate to get in touch with me if I may provide any further information. I look forward to talking with you soon!

Sincerely,

Joseph Webber
Enclosure (résumé)
