



**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

