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Theresa Garcia
Walker Law Group, LLC
580 California Street, Suite 410
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Dear Theresa:

Thank you for making time for me to discuss the Administrative Manager position at Walker Law Group. Since our meeting yesterday I have thought at great length about our conversation, the tremendous opportunity presented, and the value I bring to your firm.

I appreciate that you shared with me your firm's objectives. As we explored the challenge you face in retaining clients, it became clear to me that my knowledge, skills, and background have prepared me well to tackle and resolve this problem.

Some years ago I was hired by a private practice to address the firm's 25% client turnover. To deal with this challenge, I hired new staff and trained the employees in client service management. I also established client feedback mechanisms to monitor trends in client satisfaction. The results were impressive: The practice recovered more than 60% of lost business, achieving enormous gains in client retention and profit to the practice.

I am confident that the above information demonstrates the value I bring to your organization. I would like to reaffirm my interest in the Administrative Manager position at Walker Law Group and would be delighted to provide any additional information you may require.

Sincerely,

Vanessa J. Ralstone