

Friday September 8th, 2012

Re: Executive Assistant

Dear Private Equity Firm,

I may not be your typical worker with a clear and simple resume with a linear job career course. Instead I am a social entrepreneur who has worked on 100's of projects over the last decade, and had many successes and many failures, but never had a dull day, as everyday changes and evolves with the needs of the organizations I'm working with.

You may not want to hire me, but you should definitely interview me, as there is no one else like me who has the skills and knowledge I do to support a team for the 21st century evolution of business in America. Everything is not going to stay the same, and I am uniquely educated and empowered to support a fast pace and organized team using technology, professional facilitation, non-violent communication skills, and my high frequency, fun and energetic personality.

Attached is my professional info, and my extracurricular activities info. There is no real linear nature to my professional or entrepreneurial career, as most of the time I have been working multiple jobs and with 5+ organizations including non-profits, PACs, startups, and more.

My background is in non-profit consensus based decision making, and the teams that I have built and connected with have been some of the most amazing experiences in my life thus far. My experiences in being a team player bring me to find a new opportunity in the private sector where I can work with as amazing of a team and make enough money to meet my personal financial goals.

I have founded many organizations, been president, vice president, treasure, outreach coordinator, website master, and many other positions and responsibilities that are pointless to add to my resume cause there are too many, but have perfectly groomed me to be the best Executive Assistant. I am always a leader, and more importantly I am a team player directly supporting the president or executive committee of the organizations I have played a leading role in.

My multi-tasking skills are essential, working with multiple committees at all times, and needing to manage national and international schedules for conference calls and their connection to local meetings and state/national gatherings involving the coordination of 100's of people's travel plans. My work is very technical and I am well versed in using many time management and organizational tools, as well as a professional approach from my training as a facilitator and non-violent conflict management.

I have had over a decade of experience running multiple non-profits, community organizations, businesses, startups, and dealing with corporate and non-profit finances, taxes, payroll and more. This primarily has pertained to my extracurricular activities with

the many organizations I have started or volunteered with while I had jobs on the side to pay the bills. I am a excel master, including functions and graphs, and very proficient in Microsoft Word, Powerpoint, excel, I also can build simple websites and even iPhone apps.

I come from a long lineage of physicists and grew up within Stanford University as my dad is a Physics Professor there. Although I love physics and understand complex calculus algorithms and their application to the natural world and human society, I chose to go the direction of biology and environmental studies as my major and degree from the University of California at Santa Cruz. I still may one day pursue my Physics degree, but will do that when I save up enough of my own money. My goal in learning more about Biology and the environment is to better support and help the need for evolving our economy to a green and sustainable future for our children and children's children. I am one of the most knowledgeable people I know about environmental policy and sustainability implementation within public institutions and businesses.

I am connected to the internet at all times through my smart phone, day and night. I'm able to work 80 hour+ weeks when necessary, although it is nice to get some vacation time when that happens. I ensure that I am available for prompt communication via all methods that are necessary including phone, email, snail mail, Facebook, Twitter, text message, and more. When dealing with customers or business relationships I am very professional, direct, clear and take lots of notes. I also take notes during meetings and informal discussions because you never know when something important might be said.

I have lots of experience dealing with confidential information, and ensure that it is stored in secure servers or computers disconnected from direct internet, as well as the disposal and shredding of sensitive physical documents. I am very flexible, and this job would be my focus. Additionally I have keen time management skills and am able to flip between tasks throughout the day and make sure that everything gets completed on-time with the best possible outcome. You will see from my knowledge base and foresight, that I am always looking 5-10 steps ahead, and in addition I am able to shift gears extremely fast and implement major evolutionary transformations within programs and organizations.

Thank you for your consideration and I look forward to hearing from you.

Sincerely,

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