

5622 Bridgeport Dr SW  
Lakewood WA 98499

August 30, 2019

Mr. Steven Kaufman, CEO  
EF Recovery  
PO Box 590  
Gig Harbor, WA 98335

Dear Mr. Kaufman,

As a resident of Lakewood, I have seen first hand the difficulties and successes that our community members face. When I saw that a position was open at EF Recovery, I realized this could be my opportunity to continue giving back to my community by impacting their lives in a positive way. It would be my absolute pleasure to join your team and help first responders in our community get the services they need to provide the best services they can.

My education at Washington State University and Pierce College has given me a strong background in business, marketing, and project management. I excel at taking projects from an ideation stage through creation and implementation, and then pushing them to the finish line. I have concentrated my degree on Innovation and Change, in anticipation of working for a small to mid-size business in my local area.

I currently work as a product manager for an e-commerce company and have strategized, managed, and created the vast majority of our content. From running photoshoots to writing blogs to scripting video I have experienced more than I ever thought I would over the past few years. However, it is now time for me to focus these skills in an environment where I can give back to my community by deepening relationships and creating prosperity.

The values that EF Recovery focuses on; trust, advocacy, responsiveness, and empathy are incredibly important to me as well. I strive to lead members of the community in a positive manner that empowers others. In fact, I currently volunteer for both CERT (Community Emergency Response Team), and for two youth leadership programs in our local community.

The enclosed resume provides an overview of my education and experience. I look forward to discussing how I could help support the EF Recovery mission of providing responsive customer service and an effective product for our local first responders. Please feel free to contact me any time at 253.330.1876 or [meredithrussell@outlook.com](mailto:meredithrussell@outlook.com).

Thank you,

Meredith Russell  
[linkedin.com/in/mereditharussell](https://www.linkedin.com/in/mereditharussell)

Enclosure (1)