

Mr William TAYLOR  
Flat 7  
Fairview  
73 Newington Road  
EDINBURGH  
EH9 1QW

Mr Mark JONES  
Flat 16  
Greenacres  
314 Oxford Street  
LONDON  
W1 2QJ

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Dear Mr JONES,

**Position of City Administrator**

It is with great enthusiasm that I submit my resume for the newly created position of City Administrator for the City of Overland, Missouri. For the past ten years I have served as the historic preservation planner for the City of St. Charles, Missouri and the City of Washington, Missouri. My work with these two historically significant communities has gifted me with extensive knowledge and expertise in the area of downtown revitalization, historic preservation, public involvement and the procurement of public funding and grants. In addition to my expertise in downtown and neighborhood revitalization, I will bring extensive public-sector experience to the City of Overland in the areas of public funding and grant procurement, public participation and public speaking.

I have worked primarily with the Departments of Community Development, Public Works, Finance and Administration. I believe the transfer from Planning and Community Development to Administration is a natural progression and chance for professional growth. I have worked in both the private and public sector of this industry and believe I would be a great asset to the City of Overland.

I have attached my current resume along with professional references. I look forward to discussing the opportunity for the City Administrator position with you.

Thank you for your time and consideration.

William TAYLOR