

Alice A. O'Brien, Ph.D.

5001 Dunsmuir Street
Los Angeles, CA 90033

Home: (213) 672-0000 / Cell: (213) 555-1212
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July 20, 2007

Mr. Albert Finestri, Director
Lawndale Institute of Fashion Photography
7200 Santa Monica Boulevard
Beverly Hills, CA 90210

Dear Mr. Finestri,

I enjoyed speaking with you about social psychology and theories of personality during our telephone conversation on July 18, 2007. Thank you for your invitation to submit my Curriculum Vitae for an Instructor position. I am indebted to Ms. Sara Otani for putting us together.

I reviewed your website and found it particularly interesting and compatible with my professional background which includes —

- Over 15 years of combined years of applied clinical psychology, counseling, and clinical hypnotherapy
- 5 years as a training specialist and curriculum developer with highest accolades
- 6 years of medical-technical writing experience

I feel very strongly that my educational and professional experiences will complement your curriculum and help facilitate creative vision and career success in your students. For example, my hands-on experiences with counseling and clinical hypnotherapy could help students recognize and exploit the visual cues that indicate a human subject is willing to cooperate. We live in such a technology-driven society, that students may expect the camera to deliver the perfect image every time. I realize that timeless imagery (e.g., photographer Steve Curry's haunting portrait of the blue-eyed "Afghan Girl") is not only the product of technical skill and great equipment, but also a combination of instinct, intuition, and timing, coupled with an understanding of intimate/global human differences and similarities.

I am looking forward in meeting with you and discussing how we can improve and impact Lawndale's academic success.

Most Sincerely,

Alice A. O'Brian, Ph.D.

Cover Letter Pointers:

First, your cover letter should sound like you have researched the company and know their philosophy and goals. Next, you must summarize your qualifications — without repeating the résumé verbatim. Finally, you must show the company how you will fit into their environment. Writing an unforgettable cover letter is an art combining research skill, writing talent, and marketing know-how. If you don't know how, please call us at (805) 524-3493.

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Curriculum Vitae

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EDUCATOR / PSYCHOLOGIST

with superb Ethics, Leadership, Team, Interpersonal Communication abilities
and a passion for education and people. Offers over 15 years' experience in
Academic & Career Guidance — Instructor / Student Training
Marriage & Family Therapy — Clinical Hypnotherapy — Hospital & Private Practice
Medical-Technical Writing / Research

EDUCATION

Doctor of Psychology, University of Southern California, Los Angeles, CA — Honors graduate, 4.0 GPA	2001
Master of Psychology, California Lutheran University, Thousand Oaks, CA	1995
Bachelor of Science in Psychology & Sociology, University of Phoenix, AZ	1990

CREDENTIALS

California State Board Certified & Registered Psychologist/Clinical Hypnotherapist	1996 – 2007
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PROFESSIONAL PUBLICATIONS / RESEARCH

Relaxed States: Achieving Inner Peace through Self-Hypnosis
Relationship Between Artistic Talent and Self-Esteem (Doctoral Dissertation)
Depression and the Workplace (Current Project)

DISTINCTIONS

Advanced Scholastic Standing, University of Southern California Doctoral Program: 3.8 GPA
Office of the President of the United States Excellence Award for Training Excellence

PROFESSIONAL AFFILIATIONS

Member in Good Standing: The Association for Integrative Psychology

CONTINUING EDUCATION

Engineering Psychology — University of Southern California Graduate School
Total Quality Leadership — United States Navy
Leadership, Supervision, and Communications: National Businesswomen's Leadership Association (NBLA)

COMMUNITY SERVICE

Member of the Board of Directors, The AIDS Aware Foundation — Los Angeles, CA	2003
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Collaborated with CEO on planning, production, fundraising, including proposal writing, and soliciting corporate donations for the Los Angeles "Let's Conquer AIDS" Festival.

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PROFESSIONAL EXPERIENCE

DIRECTOR **2000 – 2007**

MEDICAL TRAINING SEMINARS — LOS ANGELES, CA

Trainer and professional mentor to Marriage & Family Therapist interns. Coached interns for their state oral licensing board exams. Developed and taught mental health curriculum.

Presentations:

Clinical evaluations, management, impressions	Integration of information/factors; Theoretical models	Physical, social, and cultural disorders
Treatment planning and execution; Diagnosis / prognosis	Law and ethics	Dynamics of behavior & cultural influences
Crisis assessment, intervention, & management	Human diversity; Genetic determinants of personality	Aggression and biological aspects of aggression

EDUCATOR **1998 – 1999**

ANAPAMU PSYCHIATRIC HOSPITAL — PASADENA, CA

Administered the Patient Education (staff) and Special Education (patients) programs. Observed and evaluated student/staff case work. Developed curriculum and in-house clinical seminars and presentations.

Presentations:

Neurological systems	Somatic symptoms / Anxiety	Reframing techniques
Hypervigilant symptoms	Clinical charting	Forming therapeutic alliances
Post-traumatic stress syndrome	BAI questionnaires	Client-patient approach for patient growth

DIRECTOR OF TRAINING & CURRICULUM DEVELOPMENT **1991 – 1996**

UNITED STATES NAVY — NEW ORLEANS, LA

Developed, tested, implemented, and evaluated revised and pilot curriculum for nearly 100 instructor and personnel. Chaired the Academic Review Board for Student Fitness for Duty and rated instructor performance.

- Presidential Award for Training Excellence (1995)

Presentations:

Instructor/personnel profile development	Testing and evaluation	Managed Leadership Seminar
Team training	Effective communication skills	Instructor Motivational Workshops
Principles of learning	Instructional methods/aids	Curriculum development

TECHNICAL WRITER / EDITOR **1985 – 1990**

AMGEN CORPORATION, THOUSAND OAKS, CA

Technical/scientific writer for marketing and new products development.

- Subject matter expert on use of copyright laws and the editing/style manual.

References: As requested