

**MICHAEL B. GREEN**  
P.O. Box 2451 Seaford, N.Y. 11783  
(516) 993-4357 greenmichael@live.com

---

Dear Sir or Madam:

Please consider me for the position you recently listed. At present, I am the Director of Contracts, Licensing and Procurement and In-House Counsel for a computer consulting and technical placement firm. As you can see from my attached resume, I have a very strong background in all aspects of the contract process as well as in procurement, technology and business matters. My current employer is in the process of winding up its operations and I therefore find myself looking for new challenges, such as the opportunity you present.

One of the key functions as the Director of Contracts, Licensing and Procurement for nearly 10 years has been coordinating the entire contracting process. I act as its central point, building consensus between, and addressing the specific requirements of, various departments within the company. This includes Sales, Marketing, IT, Human Resources, Accounting, Management, outside counsel and the applicable vendor or client. As the primary contracts person, I have negotiated, reviewed, drafted, enforced and explained to management and staff well into the thousands of various agreements with a broad range of parties such as Microsoft, ATT, Goldman Sachs, Morgan Stanley, Bank of America, Accenture, Boeing, Lockheed Martin, Bloomberg, NASA/JPL, Dell, BP Amoco, Dow Jones, Oracle, Dun & Bradsteet, McGraw-Hill, Standard & Poors, Fidelity, IBM, Intel, Motorola, Sun, the National Association of Securities Dealers (NASD) as well as federal, state and local governmental agencies. For much of my tenure, I was managing more than 300 active agreements at any one time and reviewing, drafting or negotiating at least 30-40 new documents per week nationally and internationally across the various subsidiaries and affiliates.

The types of agreements I have drafted, reviewed and negotiated include computer consulting, intellectual property rights and licensing, time and materials, service level agreements (SLA's), leases, vendor and supplier agreements, partnering, NDAs, employment, sub and prime contractor agreements, asset purchase and software acquisition agreements. In addition, I have extensive experience dealing with FAR, DFAR, ITAR and other governmental compliance issues as well as UCC provisions.

As my speaking engagements demonstrate, I am able to distill legal concepts and terminology to non-legal or contract experienced personnel. At the Shareware Industry Conference, I presented seminars on Effective Contract Negotiations and Selling and Licensing Source Code to business owners with no legal or contract experience and conducted well over a hundred in-house training conferences to sales and management on contracts, negotiating and general business law. These sessions not only explained the importance and efficiency of maintaining and using our standardized contract templates, but also provided guidance on how to effectively obtain the other party's acceptance of our required provisions and standardized approach.

Based on the requirements presented in your job requisition, I am most confident I would make an excellent addition to your team. Thank you very much for your time and consideration.

Sincerely,  
Michael Green