

November 12, 2025

City of Westlake
Attention: Odet Izquierdo – Acting City Clerk
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470

RE: City Manager/Chief Administrative Officer Position
Job Reference # CM10082025

Dear Ms. Izquierdo:

Please find this letter as my interest and in response to the City of Westlake's job advertisement for the City Manager/Chief Administrative Officer position, as posted on the city's website.

Over the breadth of my professional career, I have worked and gained measurable experiences in all of the listed "key responsibilities" that's referenced in the advertisement and job description document. These experiences include multiple City Manager posts, serving as a two-term elected official (City Commissioner), Executive Director, Chief Executive, Entrepreneur and Business Owner. I believe that these and other experiences comprehensively and uniquely speaks to my abilities and well positions me to be successful within your organization.

I have attached a copy of my resume to better acquaint you with the totality of my experiences and skills. I would be delighted to hear back from you and schedule a time to interview for this position. Feel free to contact me if you have any additional questions.

Sincerely,

Michael E. Jackson

Michael E Jackson
Meiconsult@gmail.com
561-723-5652

Enclosure