

From: Doll, Laura  
Sent: 11/19/2013 5:58:53 PM  
To: Madrigal, Anna-Marie (anna-marie.madrigal@cpuc.ca.gov)  
Cc:  
Bcc:  
Subject: Re: Update on my job hunt

Sorry about that, but there will be other opportunities, I know!

I just took a very quick look at this and have two reactions: lots of good points, but it's a patchwork quilt of ideas. It needs more organization and it could be shorter with some careful editing. I'd think in terms of trying to pull together 5 or 6 key points and organizing your info in bulleted headlines around that. You can present your skills and experience in a way that doesn't sound like you just answer the phone and do what Paul asks ☺

You have very deep and strong experience at the CPUC after your time there and it's kind of buried in this description.

It seems like you will want to emphasize:

Communication skills: you manage a lot of information every day, in all forms – phone, email, written. In the Exec Dir's office you're at the center of every major issue.

Knowledge of CPUC process and players and relationship skills

Organizational skills: logistics, meetings, documentation

Technical capabilities like computer skills; have you supervised anybody? Had any special training?

Try to think of a couple things you feel particularly good about – community meetings you have helped arrange, for example, so you can highlight those.

I suggest you talk with Karen first, and then rewrite this based on what she says and then send it to me and I'll be happy to review and edit.

You can do this! And this is a good time to look for some opportunities to work on something that you can take credit for. Perhaps Karen would work with you on that, e.g., a public participation meeting or something like that.

I'm glad you are reaching out, and I'm happy to help in any way I can.

Goal: new job in 2014!!

Laura

**From:** Madrigal, Anna-Marie [mailto:[anna-marie.madrigal@cpuc.ca.gov](mailto:anna-marie.madrigal@cpuc.ca.gov)]  
**Sent:** Tuesday, November 19, 2013 5:22 PM  
**To:** Doll, Laura  
**Subject:** Update on my job hunt

Well, I was not the best candidate for the AGPA (Associate Governmental Program Analyst—what Cathy Mattias does) position.

An intern was hired instead. However, the director (Loreen McMahon) did tell me a person from her staff (Karen Miller—Public Advisor) would like to meet with me and explain how I can make a better SOQ.

I'd appreciate any advice on your end.

I've attached my SOQ which I used this last time. It's geared toward Outreach and working with various groups of all skill levels as well as highlights my exceptional "interpersonal" skills.

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