



June 1, 2026

Dear Town Citizens,

To apply for the vacant Mayoral position in Cohutta, Georgia, you must submit a formal letter of intent and a comprehensive professional summary directly to the Town Council. Per the Town of Cohutta Charter, you must explicitly confirm that you meet the baseline requirements: you have resided within the Cohutta town limits for at least the past 12 consecutive months and you are a registered voter in Whitfield County.

Because the Town Council is selecting a replacement following the recent resignation of our former mayor, your application should heavily emphasize transparency, collaboration, and adherence to the town charter.

Accompanying Professional Summary & Questionnaire

Attach this section to your cover letter to provide the Town Council with clear, structured answers regarding your capabilities.

1. General & Eligibility Information

- **Full Legal Name:** [Your Name]
- **Physical Address:** [Your Address, Cohutta, GA 30710]
- **Length of Residency at this Address:** [X Years / Months]
- **Voter Registration Number:** [Your Georgia Voter ID]
- **Educational Background:** [List any and all formal education received and any diploma/degrees/certificates obtained.]

2. Professional & Civic Experience

- **Current Occupation:** [Your Job Title / Company]
- **Work History:** [List work history for at least the past ten years]
- **Relevant Leadership Roles:** [List any leadership roles you have held.]
- **Previous Civic or Volunteer Involvement:** [List any local church, school, or community volunteer work].
- **Previous Voter History:** [List the elections in which you voted over the past 5 years]

Town of Cohutta
PO Box 290
Cohutta, GA 30710



Sandy Clayborne
Interim Mayor

- **Previous Criminal History:** [List any previous criminal history if any.]

3. Statement of Governance & Vision

- **Why do you wish to serve as the Mayor of Cohutta?**
- **How do you view the relationship between the Mayor and the Town Council?**
- **What are your primary goals for the town over the next three and a half years?**
- **What is your understanding of the Cohutta Town Charter, particularly regarding the duties and scope of authority assigned to the Office of the Mayor?**

Once completed, please submit to Sandy Clayborne at sandyc@townofcohutta.com.

Thank you for your interest in serving our town as Mayor.

Sincerely,

Sandy Clayborne
Interim Mayor