

Name

Address

Contact Number: • E-mail:

Date

JOB #

Company Name

Address 1

Address 2

To Whom It May Concern:

In the interest of investigating employment opportunities within your organization, I am submitting my resume to give you detailed information of my related background and relevant skills.

My intention is to help you meet your overall objectives in any way I can. My successful hands-on background in:

- * forging strong collaborative relationships with internal and external business partners and clientele;
- * helping organizations achieve strategic program/project goals through the development of their most important resource - people;
- * superior ability to learn new technologies quickly and integrate business needs into strategic business solutions;
- * powerful interpretive and implementation skills plus the ability to coordinate and execute efforts to meet organizational goals; and in
- improving efficiencies, team building, and determining effective processes for sales and customer operations would be valuable to you and to your organization.

My passion for positively contributing to a greater vision has been illustrated through my accomplishments and management experience which reflects my desire to contribute above and beyond what is required. Please see my resume for additional information on my experience and I hope that you'll find my experiences and interests intriguing enough to warrant a face-to-face meeting.

You may reach me via phone number or e-mail for us to have a detailed discussion about the benefits I can bring to your organization.

I appreciate you taking time to review my credentials. I look forward to our conversation.

Sincerely,

Name

Enclosure: Resume