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**Jesse Jones, MBA**

South Carolina, 5348 (650)234-5660 [jessejones@gmail.com](mailto:jessejones@gmail.com)

**BRAND STRATEGY BUSINESS DEVELOPMENT CONSUMER MARKETING**

**June 22, 20XX**

**Mr. Rose Edwin, HR Director**

**UDX Parcel Services**

**223 Decon Road**

**California, 98376**

**Re: Job ID #22458764, General Manager, Global Strategy & Capabilities (GS&C) - Asia**

**Dear Mr. Edwin:**

**Why am I the right candidate? Because I can readily address the 3 priorities of this vital role:**

* **Know and Win the Customer - As the ‘*Account Executive to Watch’* at NBC, I secured more than $11M annually in sponsorship deals by researching the market, building relationships, and understanding my client’s needs and pain points.**
* **Improve the Core - At Capital Two, I designed 9 innovative and interactive web/multimedia programs that advance strategic corporate goals for customer acquisition, customer retention, social media influence, and innovation. The success of these programs allowed us to eliminate all print and direct-mail advertising, saving $400k annually.**
* **Accelerate Merchant Acquisition & Enable Client Self-Management - When Capital Two introduced tap-and-pay systems, I led the rollout of information programs that helped boost merchant acquisition by 12% above goal and showed 92% of the customer to use the new system.**

**I have the capability, determination, and resources to fully support and propel GS & C Tea in launching new pto launch new programs, expanding into new markets, and supporting goals.**

**I would appreciate the opportunity to discuss further my qualifications and potential contributions to delivering the best-in-class, premium merchant customer experience expected of the Amex brand. I look forward to meeting with you and will follow up soon.**

**Sincerely,**

**Jesse Jones**

**DOMINIC S. QUAKER, *JD, CDP***

(345) 983-4812 [dsquakerbaker@gmail.com](mailto:dsquakerbaker@gmail.com) linkedin.com/in/dominicsquaker

**SENIOR DIVERSITY EXECUTIVE**

June 22, 20XX

Mr Cumming Harris

Vice President, World Inclusion

BHY Inc.

Olly Moore Street

Scotland, UJ4 3HY

Dear Mr Harris

I am writing to express my interest in the recent posting for the **Chief Diversity Officer** (CDO) position with BHY Inc and have attached my CV for your review.

My 10+ years of strategy, diversity, and inclusion experience across multiple industries ─real estate, healthcare, technology, public service, and manufacturing ─demonstrates a unique combination of talent and drive.

Relevant to your stated needs, my experience includes the following:

* **Strategic Planning & Leadership:** Repeatedly recruited to establish the strategic direction and long-term organizational approach to diversity and inclusion, I have filled this role at HSBC, Metro Bank, and Barclays.
* **New Program Implementation:** I am known for instilling best practices in all layers of the organization, then developing performance-monitoring protocols and reporting tools to ensure sustainability.
* **Community & Employee Engagement:** At each company, we achieved significant gains in recruitment and retention of diverse talent and employee participation in community outreach initiatives.

As a highly accomplished diversity professional, I bring a focused application of process innovation, technology, and continuous improvement to ensure the alignment of best practices on a global scale. My extensive investment in ongoing education demonstrates a commitment to a passion for diversity and inclusion.

I welcome the opportunity for a personal interview and will follow up next week to schedule a convenient time. Thank you.

Sincerely,

Dominic S. Quaker

Enclosure: CV

**LOUISE BOULDWIN**

78 Calderin Avenue • Lisbon, MM3 9LK • (351) 434-1386 •louisebouldwin@gmail.com

June 23, 20XX

Ms. Helen Olivia, Director

Pubby Models

Unit 123 Pamol Estate

Lisbon, LS1 3GT

Dear Ms. Olivia

A new graduate with a public relations and marketing degree, I spent last year interning for Bestty Mountain Entertainment and Talent Agency, representing adults and children in fashion, print, runaway talent, voiceovers, and on-camera television and film.

Our clients hold impressive dossiers, including walking elite regional, national, and international fashion shows, appearing in Oscar-winning films, and adding voiceovers for Disney Channel documentary television. I would be thrilled to continue helping talents reach higher success through education, training, exposure, and partnerships with top modeling agencies, scouts, casting directors, and photographers.

**KEY QUALIFICATIONS**

**TALENT AGENT TRAINEE – MARKETING EVENT COORDINATOR**

An ambitious intern, I came to be relied upon for personalized service, strong interpersonal skills, a professional demeanor, and a ‘can-do’ attitude.

For glitzy events, I created itineraries and calendars; for castings, I designed Excel spreadsheets; within the industry, I built a reputation for meticulous work. Organized, detailed, and technically savvy, I was praised for coordinating a massive call volume, confidential client meetings, and high-profile talent bookings.

If you need someone with an eye for talent, strong gut instincts, desk experience, and knowledge of talent representation, we should talk; I look forward to hearing from you. Thank you for your time.

Sincerely,

LOUISE BOULDWIN

Enclosure: CV

JAYDEN ARCHIE

Brookes, London EW1 ▪ 782-345-7823 ▪ [jayden.archie@yahoo.co](mailto:jayden.archie@yahoo.com).uk ▪ LinkedIn

**Director of Finance | Corporate Controller**

Healthcare Tax Accounting ▪ Strategic/Financial Planning ▪ HR Administration ▪ Business Management

June 28, 20XX

Bessie Johnson

Universal One Healthcare Ltd

Dockyard Road

London, SE1 9WS

Dear Mr Johnson:

Re: Director of Finance - LinkedIn Job Posting

As a senior accounting and finance executive, I prioritize ensuring the most accurate financial information while leading efforts to improve operations consistently and maximize efficiency.

For instance, during my most recent role at Lovelines Medicals, I led a 63-person team and controlled a £21M budget. Lovelines honored me by selecting me to direct efforts of centralizing the accounts payable department after our merger with Duxxy Healthcare Systems.

Under my direction, we were able to make a seamless transaction that produced substantial wins:

* Saved more than £3.7M in operational costs.
* Cut AP processing time from 7 days to 3 days.
* Successfully integrated new systems with no negative impact on our clients.

This tremendous success stemmed from my analytical thought process and the ability to motivate employees to produce the accurate reporting practices necessary to ensure sound financial operations.

Your opening for a Director of Finance is exciting and seems an excellent fit for my financial expertise. Feel free to contact me at your earliest convenience to discuss further how I can contribute to Universal One Healthcare Ltd’s continued financial stability and longevity.

Sincerely,

Jayden Archie

**BRANDAN HUDSON, JR**

**Wales, UK ▪ 923-590-8736 ▪** **brandanhudson@gmail.com**

June 23, 20XX

Ms Dorcas Wilson, DMW-Corporate Properties

Dallada Enterprises, Inc.

12 Sella Street

Cardiff, CD2 2HY United Kingdom

Subject: General Manager, Welly Dee Properties

Dear Ms Wilson:

The hotel/hospitality industry is well known for multiple business challenges—high staff turnover, variable occupancy rates, and diverse competitive pressures. Despite those challenges, I have established a record in the industry for meeting and exceeding revenue and profit goals.

After reviewing your requirements for a General Manager and researching Welly Dee’s business situation, I believe you will find value in the following examples of my management contributions:

* **Texxy Palace-Concord**: Increased revenue by 30% during the first year.
* **Courtyard by Marriot-Nellies**: Increased revenue by more than 8% within four months during significant renovation activity.
* **Courtyard by Marriot-Framingham**: Achieved a premium RevPar index within four months despite widespread travel impact from the September 2001 attack.
* **Boston Regency Place Hotel**: Maintained strong guest satisfaction, including zero noise complaints, during Boston’s massive ‘Big Dig’ construction project close to the hotel’s entrance.

Based on my record of results, it would be mutually beneficial for us to meet to discuss the specific challenges and opportunities your organization is facing. As your General Manager, I can ensure we meet the challenges and take full advantage of the possibilities.

I will telephone you on Friday to schedule an interview.

Sincerely,

Brandan Hudson, Jr.

Enclosure: CV

**AL COLLINS**

E: [alcollins@gmail.com](mailto:alcollins@gmail.com) M: 0772 564 908

Leeds, LD2 5LK LinkedIn Profile

“*A good executive assistant is like an air traffic controller for your life.”*

*BOLTON DICKETT*

July 9, 20XX

RDX New Recruits Ltd

Attention: Alison Simon

*Online Application – Resume Uploaded*

**RE: Executive Assistant Ref: 76231/TY**

One look at my resume, and you’ll see I have the experience to support your client’s CEO.

As a high-performing Executive Assistant with 15 years’ experience, I have provided a high-level, professional executive role in diverse settings. Aligning seamlessly with your client’s requirements, I possess the following:

* A proven track record in managing executives' personal and professional lives.
* Advanced software and computer system skills, including Microsoft Word, Excel, and PowerPoint.
* Complex diary management expertise – scheduling and organizing meetings, appointments, and travel.
* Well-honed events and project management proficiency and the ability to juggle multiple projects.

As the “right hand” to the Finance Director of OlivettQR, I managed the facilities and procurement department for the head office and 15 subsidiaries. I am known for rolling up my sleeves and pitching in to ensure a project is completed to high professional standards and with the desired results.

My core values are reliability, integrity, team collaboration, and quality in performance.

I am confident that I can deliver real value to your client’s organization and would be delighted to meet in person to discuss my background and achievements. Thank you for your consideration.

Yours sincerely,

Al Collins

**LAURA WATTS**

Relocating to Oxford, UK • 073-721-2700 • [laurawatts@bt.com](mailto:laurawatts@bt.com)

August 4, 20XX

Martha Cox

Elvis Housing Ltd

251 Headington Road

Bristol, BR1 3RT

Dear Mrs Cox:

As a **sales growth expert,** I have contributed to vastly increased revenues at every company I’ve worked for. It is the expertise that I am offering as your next **Sales & Marketing Director.**

A few highlights of my experience include:

* **Sales Growth:** I have been a growth driver for the last 4 years, as indicated by the results:

2016 - **$14M** 2015 - **$12.8M**

2014 - **$10.2M**

2013 - **$9.1M**

2012 - **$8.5M**

I am persistent in identifying and capturing new opportunities for substantial market penetration.

* **Customer Relations:** Having managed successful relationships with 11K+ loyal customers, I understand how to identify needs, provide solutions, and manage the entire sales cycle.
* **Marketing:** With extensive experience developing marketing and outreach materials for tradeshows and corporate events, I am highly skilled in sales and branding techniques. I know what it takes to secure leads and capture new clients.

Mrs Cox, I am committed to turning customers into loyal advocates for Elvis Housing Limited.

I am traveling to Oxford next week and would welcome the opportunity to meet with you in person to discuss this position in detail. I can be reached at 579-009-2950 to arrange an interview. Thank you.

Sincerely,

Laura Watts

**Nelson Briggs**

**Director, IT Strategic Data Management**

Resolve issues & meet challenges with exceptional problem-solving, deftly balanced with a focus on the bottom-line impact

July 25, 20XX

Ms. Stella Doyle, Human Resources Director

Hetic Resources USA

812 Internet Way

Dallas, TX 65612

**RE: DIRECTOR, DATABASE MANAGEMENT**

Dear Ms. Doyle

The Director, Database Management position at Hetic Resources USA is at the top of my list as an ideal “next challenge” in my 15-year technical career. I’m echoing from your company’s focus on innovation, and my career has included finding the best path to new technologies and leading groups delivering the complex and the unique.

I’ve often introduced software features that realized SLA benefits, with metrics indicating efficiency, reliability, and robustness. Without falls, my strategies achieve cost-saving, often considerably.

My resume demonstrates how I have developed the knowledge and skills you’re looking for. As detailed in your position criteria, I possess the following:

* Strong knowledge of database systems, including Oracle 12g and SQL Server;
* Strong knowledge of data disciplines – database modeling archiving, quality, and profiling;
* Strong knowledge of integration platforms; and
* Strong knowledge of IT security and compliance architecture, programs, and processes.

I lead my teams to realize set results and cost savings, ensure quality, and manage risk. I would enjoy meeting with you for further discussion.

Sincerely,

Nelson Briggs

Encl: CV

**RASEL COLE**

[www.linkedin/in/](http://www.linkedin/in/)raselcole • San Francisco, CA • (415) 876-1365 • [raselcole@gmail.com](mailto:raselcole@gmail.com)

July 23, 20XX

Roland Hens, CEO

Redex Technologies Limited

129 Lake Parkway

Lightup, CA 76123

**RE: SVP, Sales and New Business Development**

Dear Mr Hens

As a global business leader, I’ve had ongoing success driving unprecedented growth in domestic and international medical device and healthcare markets through targeted product diversification, clear priority direction, and strategic partnerships. The comparison outlines some of my achievements as a senior executive relevant to your expectations:

|  |  |
| --- | --- |
| **Expectations** | **My Track Record** |
| ***Revenue Growth***  ***Profit Growth***  ***Brand Development***  ***Market Expansion*** | * Spurred revenue growth by **19%** during years of economic decline * Propelled sales from zero to over **$147M in 3 years.** |
| * Cut operating expenses by **$5M** and improved gross margins by **1170bps** despite the global economic headwind. * Improved operating income for the division by 29**%.** |
| * Transformed brand image and customer experience through re-engineered strategic vision. * Generated 25**%** growth in the order in 1 year. |
| * Exceeded revenue goals by **$120M** over 5 years through strategic acquisitions, partnerships, and geographic expansion. * Acquired and integrated a **$17.7M** German entity, meeting and exceeding financial and strategic targets. |

Mr Hens, I am confident I can contribute to achieving your objectives for growth and success at IBeam. I look forward to a meeting and will call next week.

Sincerely,

Rasel Cole

**Louise Paul**

19 Park Avenue, Aberdeen, AB2 3SA• 807.390.813 • [loisepaul@gmail.com](mailto:loisepaul@gmail.com)

**Quality Assurance Analyst**

Software Engineering Support • Testing & Programming • Defect Management

July 31, 20XX

Ms. Hannah Dean

Chief Information Officer

Seymore Communication Ltd.

213 Delta Avenue

Aberdeen

**RE:** **Quality Assurance Analyst (Job Posting #19-2019C)**

As an IT Quality Assurance Analyst with **more than 11 years of experience** working in time-sensitive, high-pressure environments, I have the skills and qualifications to contribute to your team.

Consider these highlights:

* An energetic team player for the past 4 years with Compact Energy Ltd., I have a talent for **building relationships, performing various tests, and preparing reports and documentation.**
* My professional style emphasizes **problem identification and issues resolution, and I always keep the big picture in mind** when working towards corporate goals.
* **I have improved testing processes to create greater efficiency.**For example, the template I made has been published on the company’s quality assurance website for use by other professionals in North UK.

I am seeking a new challenge that will tie my core professional talents with an organization needing an **expert in testing and technical quality assurance.** My experience has prepared me for the position you seek to fill, and I would welcome the opportunity to meet and further discuss my qualifications.

Sincerely,

Louise Paul

Enclosure: CV

From: **Rebecca Holland,** [rebeccaholland@gmail.com](mailto:rebeccaholland@gmail.com)

Subject: **Project Manager**

Date: July 6, 20XX

To: **Sylvia Derby,** [silverderby@blazer.com](mailto:silverderby@blazer.com)

Dear Mrs. Derby

I can provide the multidisciplinary strength and agility to excel as a **Project Manager** at Blazer Limited.

As my resume indicates, I have successfully implemented and monitored key projects that span event planning and technical troubleshooting with an eye on cutting costs. I look forward to unleashing that experience in a role that calls for someone who can quickly pivot from one challenge to the next.

The following is a snapshot of what I offer your company:

* **Troubleshooting.** A common thread in my roles is identifying opportunities to cut costs and improve workflow. I have saved my employers nearly **$80K** through software improvement, hardware replacement, and vendor renegotiations.
* **Event Management.** I have spearheaded large-scale meetings and events – including vendor negotiations, **$55K** budget oversight, and technical set-up – for more than 37**0** attendees.
* **Technology Upgrades.** I have a track record of jumping in to help orchestrate enterprise-wide IT projects, including network installation and SAP system migration.
* **Financial Analysis.** I have 11+ years’ experience conducting budget and financial analyses that supported C-level decision-making and influenced business strategy.

I have positioned myself as a respected project leader by collaborating with team members and vendors to exceed the expectations of my internal and external customers. By fostering cohesive relationships through trust and reliability, I have won the support of upper Management and my peers.

Suppose you are looking for someone who delivers all projects on time and under budget while juggling multiple moving parts. In that case, I welcome an opportunity to discuss the results Tucker Enterprises could expect from me.

Sincerely,

Rebecca Holland

234.568.3390 • [rebeccaholland@gmail.com](mailto:rebeccaholland@gmail.com)

www.linkedin.com/in/rebeccaholland

**LIZZY HOGAN**

(432) 656-9371 ◊ 1 Beecroft Street ◊ Manchester, MA3 9LK ◊ [lizzyhogan@gmail.com](mailto:lizzyhogan@gmail.com)

July 15, 20XX

Ms. Bella Abbey, Proprietor

Abbey Meads International Schools

Swindon

Wiltshire, SN25 4HH

Dear Ms. Abbey:

For more than a decade, I have enjoyed engaging young children in the learning process through literature-based lessons, dramatic play, and multi-sensory exploration. I am excited by the prospect of bringing my experience and creative energy to Abbey Meads International Schools to fulfill your mission of nurturing each student's social, emotional, and cognitive development.

**What skills and attributes make me the best choice for your kindergarten teacher?**

* **An innate ability to connect with students and provide a safe and comforting environment.**

As a kindergarten teacher for 10 years, I patiently guide children in overcoming separation anxiety by being a current, stable source of support as they embrace independent experiences separate from their primary caregivers. Students become ready to have fun, interact, and grow.

* **A passion for sparking children’s curiosity and a lifelong contagion love of learning**

In addition to earning a BA in Elementary Education with a minor in Education Psychology, I pursue ongoing opportunities for professional development and enjoy incorporating new ideas in my classroom. My science lesson plan won a 2015 Wiltshire Education Award for integrating technology, learning styles, and multi-sensory activities.

* **A proven record of building valuable partnerships with parents and fellow educators.**

I understand the importance of working with parents and colleagues to benefit each child’s well-being. I developed a staff and parent workshop adopted by 5 local schools to implement state-wide curriculum initiatives and share educational resources with parents.

I welcome the opportunity to interview to discuss how we can work together to benefit the children of Abbey Meads International Schools. Thank you for your consideration.

Sincerely,

Lizzy Hogan

Enclosure: Resume

**ARTHUR LEWIS**

[arthurlewis@gmail.com](mailto:arthurlewis@gmail.com)

(101) 911-4501 Metro Atlanta, GA

**Outside Sales: #1 in Area HVAC Sales for 12 Years**

July 16, 20XX

Shaw Wills, Manager

Rising Pearls Homes Products

78 Reach Out Road

Atlanta, GA 57721

RE: Outside Sales Representative – Atlanta

Dear Mr. Wills:

For years, customers in Atlanta have trusted me with the 2nd and 3rd largest purchase most folks ever make. Meeting their home improvement needs with honesty, effort, and loyalty kept them happy – and kept me **Number 1 in HVAC sales in Metro Atlanta.**

I want to discuss your Outside Sales position with Rising Pearls Homes Products. Some specifics about my background and achievements:

* **Exceeded company sales goals every single year.**
* **Ranked #1 in Regional Sales** for Georgia Power and Georgia Gas from 2017 to 2018.
* **Ranked #1 in Area Sales for Carrier** Corporation from 2008 to 2018
* **Earned a top-notch reputation** for high-quality home improvement solutions in the Atlanta area.

The enclosed resume details my experience and achievements. Let's schedule a meeting if you agree that I may be a good fit for Big Box Home products. I will follow up with you early next week by phone and look forward to the conversation.

Sincerely,

Arthur Lewis

**DENNIS HALL**

423-783-3906 • linkedin.com/in/dennishall • [dhall@gmail.com](mailto:dhall@gmail.com)

July 19, 20XX

Meyer Danny, Managing Director

TYC Limited

6720 Maryland Ave

Washington, DC 87123

**Re: Web Analytics Specialist, Job ID# WA6791**

Dear Mr. Danny:

Websites have the power to do more than inform. When designed thoughtfully and with the right tools, they can inspire people to do more and improve. As a website analyst and digital marketer for the past two years, I have experienced first-hand how data metrics give developers more in-depth insight into optimizing behavior and how that data can be used to optimize the users’ website experience.

Your job announcement clearly defines what to expect from your next Web Analyst Specialist. The following summarizes why I am a well-matched candidate.

* I regularly use Google Analytics to optimize website layout, design, and SEO, and I’m advanced in building custom dashboards and reports. I am also **Google Analytics Certified**.
* I am experienced with tag management software, including Google Tag Manager and Ensighten Manage, and have deployed many different tags to add functionality to websites.
* Having worked for web analytics software developers Ensighten and Anametrix for the past two years, I have a strong understanding of web analytics. I am also **Master Web Analytics certified** and **Ensighten Manage certified.**

I am focused on creating website experiences that encourage engagement, drive brands, and support missions with data and analytics. I would happily share my experience and learn how I can help you.

Sincerely,

Dennis Hall.

**CECIL D. COVERT, *NCC, LAPC***

(345) 165-1209 [cecil.covert@outlook.net](mailto:cecil.covert@outlook.net)

North Star, AK

July 29, 20XX

Dr. Leslie McDonald

New Heavens PLC

Liverpool, LV2 5SE

RE: **Rural Outreach Team Life Counselor**

Dear Dr. McDonald:

I have recently obtained my MSc degree in Mental Health Counseling. I am exploring opportunities in the social services field that allow me to make a difference – specifically, to improve the quality of life for children and adolescents in rural environments.

Reviewing the attached resume, you will find that I have pursued every opportunity to work with experienced social service professionals throughout the Anchorage area. Having worked with people of all ages and cultural backgrounds, I connect with and most enjoy working with young people. That work is exciting, challenging, and very rewarding.

I love to travel, am in excellent physical shape, and look forward to discussing potential assignments – primarily as a member of your mobile outreach team. May we schedule a time to meet? I am eager to support your efforts in “New Heavens.”

Sincerely,

Cecil D Covert

Enclosure: CV

P.S. ─ I recently completed various life support programs related to wilderness survival in the Arctic, offer extensive knowledge of Alaskan culture and wildlife, and maintain a network of professional resources developed through our family-owned –operated land tour business.

JEREMY AYLESBURY

(382) 567-3489\* [jeremyalesbury@gmail.com](mailto:jeremyalesbury@gmail.com) \* [www.linkedin/in/jeremy](http://www.linkedin/in/jeremya)a \* Cleveland, OH 56871

July 31, 20XX

Mr. Patrick Solomon

Belview Incorporated

66 Canada Waters Street

Cleveland, OH 19049

Dear Mr. Solomon:

I am the adventurous First Mate you seek to lead your Cleveland location!

Like Trader Joe’s, I bring joy to people’s lives with delicious food at great prices. As manager of a popular neighborhood restaurant for 5 years, I will fit into your unique and friendly store atmosphere and bring a BSc in Finance to drive profitability while ensuring exceptional customer care.

***Why should I be lucky enough to wear the Hawaiian shirt every day?***

* **My passion is making people happy with creative, great-tasting, affordable food.** As a restaurant manager, I learned how to cultivate customer loyalty. I built a personal relationship with patrons to drive repeat business and customer satisfaction. In addition to creating a restaurant training program that reduced staff turnover by 35%, I built a sense of ownership and pride among employees.
* **I am a leader who thinks strategically and thrives on hands-on, physically active work.** My versatile skill set and “can-do” attitude have resulted in increasing responsibilities during my tenure at the restaurant. In addition to overseeing smooth daily operations, I manage finances, run events and promotions, and develop marketing collateral. Previously, I completed a Whole Foods financial internship.
* **I know what it takes to be a “good neighbor” (and wouldn’t have it any other way)!** Consistent with Trader Joe’s commitments to community service, as a neighborhood restaurant manager, I initiated programs to give back. Through golf outings, free catering service, and drives that donated a percentage of restaurant sales, we generated more than $140,000 for Cleveland-based charities.

I look forward to learning more about your goals for the Cleveland location and discussing how I can contribute to Trader Joe’s bright future. Thank you for your consideration.

Sincerely.

Jeremy Aylesbury

Enclosure: CV

ERNIS ROLLAND

San Diego, CA 76123 \* LinkedIn.com/in/ernis-rolland

(812) 988-5900 \* [ernis.rolland@gmail.com](mailto:ernis.rolland@gmail.com)

July 30, 20XX

Mary Baldwin

HR Director

Olives Communications Limited

7211 Livey Road

San Diego, CA 10489

**Re: PR Assistant, Job #PR3467**

Dear Mrs Baldwin:

I am a communications college graduate, and I am excited to start my career as a professional. I appreciate the time you have taken to view my resume.

Though I am fresh in my chosen field, I have experience from an internship I completed with a PR firm in Beverly Hills. In that short time, I gained valuable marketing and communication skills that will make me immediately useful to Olives Communications as your PR Assistant. I am ready to help you from day one and eager to learn more.

Here are a few reasons I am a great candidate for this position. I am...

* **Very adept at using today’s necessary marketing and social media tools,** such as Twitter, Facebook, Instagram, and WordPress.
* **Confident and well-practiced in both verbal and written communication skills.** I know that if used wisely, words can be potent drivers.
* **Comfortable communicating one-on-one with all levels of professionals,** so can you trust me when speaking to or emailing your clients?
* **Capable of learning new skills and applications quickly and proactively.** I will constantly absorb and build my expertise to become more valuable to you.

I am available to interview anytime and look forward to learning more about Olives Communications. Thank you.

Sincerely,

Ernis Rolland

ENO DICKSON

Apples Road, IL (833) 882-9813 [e.dickson@gmail.com](mailto:e.dickson@gmail.com)

<https://www.linkedin.com/in/>eno-dickson

July 30, 20XX

Sarah Jones, Executive Chair of Profitability Analytics

Summers Technology

9123 Wales Road

Des Plaines, IL 91890

Dear Sarah Jones:

We first connected at the EXCITE Conference in 2018 while I was with Woman-At-Work Corps. Since then, I transitioned to accounting and finance as a CPA and joined the mid-sized regional firm Lambeth & Gill,as a VP.

I am now seeking a role with more involvement in corporate strategy and finance management. As I investigate options, I request a meeting with you. Your historically thoughtful insights on career planning and Management would greatly assist me as I consider a new direction.

As a former public accountant at **PwC** with 13+ years in controllership, finance, and tax planning, I’ve influenced business strategy as a partner in operations, project management, and executive leadership. It’s not merely about delivering data but responding to changing markets with an astute awareness of the financial implications of decisions, including:

* Persuading **14** partners to consider investing in a newly outsourced accounting function that created **$350k** of new business.
* Redesigning tax prep around consistent, value-added best practices for **2K+** tax returns, saving FTE hours.
* Devising tax planning strategies for partnership revenue that limited liabilities related to a **$490M** investment.

As a Board Member and Chair of non-profits, these transactions and positions allowed me to expand the traditional controller and CPA role and strategically advance operations. **I love these opportunities!** Fortunately, I worked for CFOs who saw my knack for strategic analysis and my forward-thinking mindset, allowing me to step outside my role and take on more.

I’ve always admired your willingness to brainstorm on life and career. I trust you and hope we can connect soon to discuss my plans and your advice on how I should move ahead. I’ll call next week to discuss this further.

Best regards,

Eno Dickson

Attachment: Resume

SOLOMON CROWTHER

Clarksville, TN 87233 \* 788.149.1899 \* [s.crowther@yahoo.com](mailto:s.crowther@yahoo.com) \* [linkedin.com/](http://www.linkedin.com/)solomon-crowther-cpa

**HEALTHCARE MARKETING & SALES PROFESSIONAL**

**Developing Strategic, Consultative & Business-Building Solution That Drive Revenue Growth**

July 10, 20XX

Dale Codd

Managing Director

LDC Recruiters Ltd

1380 Way Leads Road

Knoxville, TN 91123

Dear Mr. Codd:

My solid qualifications for the **Sales Associate position with Eureka National Healthcare Associates** have prompted me to contact you. Most relevant to Eureka’s requirements are the following highlights of my career.

* **Strong Sales and Closing Skills:** Record-setting close rate of 155 new accounts within one quarter.
* **Field Sales Background:** 13+ years of stellar sales performance, using expertise in product knowledge, a keen understanding of each client’s needs, and an enthusiastic attitude in all my client interactions.
* **Consistent Sales Goal Achievement:** Award-winning performance in regularly exceeding quotas for revenue, new client acquisition, and client retention – while steadily increasing sales goals.
* **Performance with Passion:** True compassion for the healthcare industry, the medical community, and patient-facing a myriad of debilitating and terminal illnesses.

I am available for positions spanning Nashville/Clarksville/Springfield/Ashland City, Tennessee, and communities near Hopkinsville, Kentucky. My compensation requirements are a minimum of 75K annually – preferably base plus commission – with a complete benefits package.

I look forward to learning more about this exciting opportunity and can be reached at 099.457.2893 or via email at [s.crowther@yahoo.com](mailto:s.crowther@yahoo.com)

Sincerely,

Solomon Crowther

\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*\*

Attachment: CV

**Angelo Fernando**

**Boston, MA 38176**

981-190-0912 \* LinkedIn.com/in/angelo.fernando \* afernando[@gmail.com](mailto:ajmartinez@gmail.com)

July 31, 20XX

Mr. Hillary Cobbs

Director

GTT Hermes Logistics

1287 Callers Road

Virginia, VA 02789

**Subject: Global Operations Manager**

Dear Mr. Cobbs:

I am intrigued by your requirements for a Global Operations Manager because they match the significant accomplishments of my career. I love the operations functions – the people, logistics, and technology and the satisfaction from driving continual and measurable improvement in performance.

As my resume shows, I have established a record of success in multiple areas, including the following:

* **Revenue enhancement:** Applied multi-geography experience and cross-functional leadership to identify and execute measures that led to multimillion-dollar revenue results.
* **Leadership in a high-demand, stressful environment:** Played a critical role in increasing regional market share by 23% while reducing operating expenses by 19%.
* **Changing Management:** Partnered with diverse groups and individuals at all levels of the organization to drive strategic change and innovative solutions that increased productivity by at least 19% and profitability by approximately 11%.

I am completing my MBA and investigating employment opportunities outside my present company. Based on my experience, my commitment to achieving excellence in all areas. I am confident that I can bring measurable benefits to GTT Hermes as your Global Operations Manager and would like to arrange a meeting to discuss the opportunity. I’ll follow up with you next week.

Sincerely,

Angelo Fernando

From: **Ted Mikey**, [ted.mikey@email.com](mailto:ted.mikey@email.com)

Subject: Logistics and Distribution Operations Executive

Date: July 31, 20XX

To: **Dougie Andy**, dougieandy@email.com

Building high-performance logistics and distribution operations is my expertise. Whether challenged to launch a start-up venture, lead a turnaround, or accelerate performance within a high-growth organization. I have consistently improved results:

* **Increased UPH by as much as 47% and decreased CPU up to 21% year-over-year**
* **Reduced operating costs by more than $6.2M each year for 5 consecutive years**
* **Improved net profitability by 17% annually for multi-site logistics and distribution operation**

I thrive in challenging, fast-paced organizations requiring strong leadership with a ‘gentle hand,’ collaborating with employees, union officials, and executives to achieve aggressive goals. My teams will tell you I’ve led successful employee outreach initiatives that strengthened communications and solidified each person’s commitment to the company.

Together, we have:

**Excelled in leading new ventures from start-up through emerging growth into top performers:**

* Transitioned 1.4M sq. ft Greenfield operation from start-up to handling 1.6M+ units annually in the first year

**Delivered unprecedented performance results:**

* Sustained 99.9% inventory accuracy for X-CELLENT Studio Store’s distribution center on 31M units annually while reducing operating costs by $2M+

**Restored profitability to operations that were understaffed, poorly managed, and plagued by double-digit cost overrides:**

* Captured $3.2M in savings within the first year as distribution Operations Manager for Gentlee Retail Limited

Although secure in my current position, I am confidentially exploring new professional opportunities and would welcome the chance to meet you next week. I’ll call to arrange a date and time. Thank you!

Ted Mikey

………………………………

511-001-1276

[ted.mikey@email.com](mailto:ted.mikey@email.com)

LinkedInProfile

CV attached as PDF

………………………………..

From: **Roxie Jake**, [roxie.jake@email.com](mailto:roxie.jake@email.com)

Subject: Non-Destructive Testing Technician

Date: July 31, 20XX

To: **Andrew Valerie**, andrewvalerie@email.com

I am a **well-qualified Non-Destructive Testing Technician** with 13 years of experience in several tightly regulated industries. My most essential qualifications include the following:

* Extensive knowledge of and experience with UT, ET, RT, MPI, and FPI testing methods
* Certification as UT Level II, Non-Destructive Test Inspector (Level II), and Fluorescence Penetrant Inspection (Level I & II)
* Ability to quickly interpret complex technical documentation and achieve regulatory compliance
* Proven success in prioritizing tasks and completing intense workloads under severe pressure to meet project deadlines, contractual obligations, and desired outcomes

Further strengthening my credentials, I will receive my Bachelor of Science (BSc) degree in Non-Destructive Testing & Engineering in September of this year.

My CV (uploaded per your instructions) details my credentials and accomplishments further. I look forward to discussing the decisive match between your requirements and my qualifications. Thank you.

Roxie Jake

534-101-3286

roxie.jake@email.com

**BELLA THOMSON, M.Sc.**

89 Clement Way, Aylesbury, Buckinghamshire HP21 8LR U.K.

774-201-7623 bella.thomson@evanscommunication.com linkedin/in/bella.thomson-service-manager

July 21, 20XX

Ross Adley, Consultant Recruiter

Adley Limited

Healthy Street, London

United Kingdom EC2 2RT

**Re: Call Centre Service Manager**

Dear Mrs Adley

Your client’s search for a Call Centre leader may be over! My career is a vibrant example of proactive leadership, business-savvy, future-focused initiatives, and capacity-building partnership. I have developed a level of expertise in this sector that is second to none.

In fact, as a Senior Manager of Operations with the communication giant Evans Communication, I developed a reputation for restructuring ineffective processes and motivating unengaged staff to exceed productivity and performance expectations; examples of success include:

* **Surpassing escalation wait time metric goals,** improving from scores of less than 40 (goal was 75) to scores that consistently ranked above 80.
* **Reinvigorating corporate projects that had fallen behind or underachieved.** You will find examples of these on my resume.
* **Quadrupling sales leads** and re-emerging a stagnant revenue-generating product.

At my best in a fast-paced environment, I am looking for an employer that values a relationship-building business expert who blends technical knowledge and people leadership for outstanding bottom-line results.

I invite you to call to meet and discuss the next steps. Thank you for your time.

Bella Thomson

Encl: CV

P.S.- I would love to share the strategies that allowed me to quadruple sales leads.

From: **Kella Michella**, [kella.michella@email.com](mailto:kella.michella@email.com)

Subject: EVP ─ Corporate Strategy and Development (LinkedIn Job Posting)

Date: 1st July 20XX

To: **Andrew Bailey**, andrewvalerie@email.com

Mr Bailey,

* As a Corporate Strategy Executive for a Fortune 500, I helped build the most profitable company in its industry, delivering four-fold growth in market value in just three years
* As an Investment Banker with a top Wall Street firm, I led the design and execution of mergers, acquisitions, and other strategic transactions that delivered billions of dollars in shareholder value

I can produce the same solid and sustainable results for your client.

I’m interested in working at a great company with talented people tackling complex issues ─ perfecting company strategy or designing and implementing external growth initiatives to realize that strategy. The EVP position seems to fit that description, and I welcome your call to discuss the opportunity.

Kella Michella

401-961-8710

[kella.michella@email.com](mailto:kella.michella@email.com)

LinkedInProfile

CV attached as PDF

**SUSAN**

Reading, RG2 4YU

775.673.8973 [susanmurdoc@gmail.com](mailto:susanmurdoc@gmail.com)

**MURDOC**

July 9, 20XX

Mr. Bruce Goldie

Pentagrax Designs

9712 Elmwood

Lee Valley, MO 81290

Dear Mr. Goldie:

**Re:** **Designer – JustHired Listing**

I was excited to learn about your need for a designer. My skills, natural talent, and robust academic background would greatly benefit you in executing projects and delighting clients.

Let me point out three substantial reasons to consider me for the position:

|  |  |
| --- | --- |
| ***Your Needs*** | ***My Skills and Achievements*** |
| Media Variety Experience  Knock-Your-Socks-Off Visual Communication Skills  Self-Motivation & Positive Attitude | I designed and launched a complete **branding concept** for a home staging business using **digital and print media** to produce a website, brochure, business cards, and labels within three weeks. My customer was delighted with both the product quality and expedient turnaround time.  I created the **winning design** for the University of London Dean’s holiday card, beating 15 other advanced graphic design students.  I believe you created your opportunities. With graduation pending in May, I have already secured a **signed client contract** for the logo rebrand of a local gardening business. |

I know I can deliver results for Pentagrax Designs, and I would welcome the opportunity to speak with you in more detail. I will call your office to follow up next week.

Sincerely,

Susan Murdoc

Attachment: Resume