

JANE DOE

---

555 Whatever Street  
Your City, Your State 95555  
(555) 555-1212  
E-mail: youraddress@yoursite.com

Dear Sir/Madam,

I have been researching prominent corporations to identify desirable employers and I am excited by what I have learned about your company. A copy of my résumé is enclosed.

I hope in reviewing my résumé you will recognize that my ability for intuitive and engaging communication, style of dynamic and motivating leadership, and talent for creative and innovative thinking match the aptitudes and qualities you seek in a member of your executive team. As my résumé indicates, I offer:

- A comprehensive understanding of business management and responsibility for driving financial results through excellent communication and strategic planning.
- A dynamic management style with an exceptional record of experience implementing business measures to lead multi-state organizations through periods of growth, expansion, and reorganization.
- Successful experience formulating process improvements across multiple business areas to meet corporate goals and produce positive measurable results.
- A reputation for training, motivating, and empowering employees to achieve goals throughout the organization.

I welcome the opportunity to learn more about your company's goals and I am happy to accommodate your interview schedule to discuss our mutual interests.

Sincerely,

Jane Doe

Encl.: résumé