

John Doe

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(704) 555-5555

Date

Mr. Big Wig
XYZ Company
P.O. Box 623
Charlotte, North Carolina 28613

Dear Mr. Wig:

In response to your advertisement for a Sales Manager, I submit my resume for your review.

As you can see from my resume, I have hands-on experience in managing staff in daily operations, setting goals and objectives, providing training and performance evaluations, meeting quotas and company standards, and eliminating inefficiencies in business operations.

Specifically, my experience includes:

- Lowered office operating costs by 25% through cost analysis programs
- Motivated staff to increase sales an average of 6% per quarter
- Managed an operating budget of \$2.5 million
- Implemented new ideas and programs that increased office efficiency
- Involvement in high-level decision making with upper management

My success as a manager comes from effectively motivating staff to meet goals and objectives by ensuring each staff member is challenged and rewarded appropriately. Inefficiencies in operations are best eliminated by first reviewing and then analyzing the way work is done, and then receiving buy-in from all involved to do business in a new way. These experiences and my personal management style have led me to numerous awards from my previous employers.

Thank you for your time and consideration. I look forward to meeting with you personally to further discuss the position and my qualifications.

Sincerely,

Sign if you are mailing it in!

John Doe

Jane Abbey
110 First Street
Belmont, NC 28012
(704) 555-5544 / janeabbey@gmail.com

Mr. John Doe
XYZ Magazine
800 Madison Avenue
New York, NY 10022

Dear Mr. Doe,

Nancy Jones of Green & Associates Advertising, suggested I contact you regarding the possible public relations opening in your firm.

As an editor/writer for Charlotte's city magazine, I've developed my talent and experience as a public relations writer. I've worn a number of hats, including: developing the editorial format and individual story concepts, writing numerous articles, editing copy, laying out the magazine, and supervising production.

Prior to my current position, I was highly involved in the public relations industry, working for Jones & Jones, where I prepared numerous press releases and media guides, as well as managing several major direct mail campaigns.

My high degree of motivation has been recognized by my previous employers who have quickly promoted me to positions of greater responsibility. I was promoted from assistant editor to editor of Charlotte Monthly after only five months.

I am eager to talk with you about the contribution I could make to your firm. I will call you the week of April 25th to see if we can find a mutual time and date to get together and discuss the possibility.

Your consideration is greatly appreciated.

Cordially,

Sign if your mailing it in!

Jane Abbey