

COVER LETTER FORMAT

Dear Miss Gil,

My associate from the Raffles Marketing Group James Osterlund has informed me of your need for an Operations Manager for your industry specific brands Conway Cosmetics and eHaulpockets.

In this tough economy, I believe my technical and management background with focus in product marketing, crisis management and front-end customer service resolutions would be a perfect fit for your organization. In 2011, I have achieved sizeable productivity increases for Lapelle Electronics, HughesMerch and TabTax LLC. For these accounts, I have managed to turnaround figures despite the unfavorable decline in the tech market. Working within these confines, I have also built effective core teams under the best interest of the company's vision, time and resources. People know me as a motivated and dedicated leader. As my sucessess are a result of my team's combined effort to show consistency under my guidance.

If you believe you can benefit from a highly aggressive and talented professional with a signature reputation for generating results, then I would welcome the opportunity to meet with you.

Thank you for your time and consideration.

Sincerely,

123 Anywhere St., Any City, State, Country 12345

Phone: (123) 456-7890
Email: hello@reallygreatsite.com

Cover Letter Latest Tutorial

Thomas H. Ackerman



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