

John Doe

VP, Finance & Operations

To:

Doris Johnson
Human Resources Manager
Optimal Workplace Inc. 321
Employment Avenue, Toronto,
Canada

21 September, 2018

john.doe@gmail.com

416-821-9879

Toronto, Canada

linkedin.com/in/john.doe

john.doe

Dear Ms. Johnson,

As the Vice-President of Finance and Operations at a national food chain, I bring proven success in enhancing productivity and gaining an advantage when it comes to profit margins. My work spans companies and business units at varying stages of growth, from start-up to multinational organizations.

With over 20 years of achieving profitability and long-term growth, I seek to monitor budgets and sales numbers closely to identify areas for improvement. I am known for enhancing performance through technology upgrades, implementing best practices, and improving employee training protocols.

Examples of my achievements include:

- Drove successful launch of start-up organization through contemporary hiring practices, defining product implementation, and developing go-to-market strategies to achieve 50% margins and \$15M+ revenue within my first three years.
- Managed daily operations of a \$100M+ consumer goods department that introduced a complete line of products to the U.S. and Canada, improving profit margins by 14%.
- Proved a vital team member that conducted a complete leadership reorganization that resulted in a 10% improvement in productivity within the sales department and a 15% improvement within the technical team.

As a skilled professional with a CPA degree and a background in analyzing and improving sales numbers, I am confident I will prove an asset to your company and respectfully submit my application for your review. I would like to request a meeting to discuss how I can help meet your goals. I am available at your convenience and hope to hear from you soon.

Thank you for your consideration.

Sincerely,
John Doe

Cover Letter This Month Sign In

David Baud

A red circular graphic with a gradient, appearing as a partial circle or a stylized arrow pointing to the right, located to the right of the name David Baud.

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Z Magazine ,2006 **The American Organist** ,2004 **Publishers' circular and booksellers' record** ,1892

Army Circulars Great Britain. War Office,1874 **Monthly Journal of Insurance Economics** ,1932 **Monthly Summary of the League of Nations** League of Nations. Secretariat. Information Section,1936 **Congress Monthly** ,1991 *The Gregg Shorthand Magazine* ,1916 *The Atlantic Monthly* ,1896 **The Phonetic Journal** ,1890

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