

Resumagic.com: Broadcast or "Cold" Cover Letter Sample

Jane Smith

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Mr. Jack Wilson, President
Acme Company
123 Elm Street
Anytown, ST 12345

Dear Mr. Wilson:

As an experienced Analyst and Operations Manager on Wall Street with a major brokerage firm, I am writing to inquire of opportunities, which might be available on a full-time basis with your company. The enclosed résumé outlines my history with [name of current employer].

Strengths and experiences which may be of particular interest to you include:

- Converted the firm's over the counter system to an ACT format which increased profits 50% by reducing labor and operating costs;
- Replaced the firm's manual put and call options system with an online correction system that significantly improved productivity, reduced the need for personnel, and increased profits 80%;
- Improved productivity and reduced operating costs by designing and implementing an effective paper option system; and
- Developed excellent people and supervisory skills: I interacted daily with line professionals, various business units and programmers to monitor operations and resolve problems, and directly supervised 15 personnel.

I recognize that tangible achievements require commitment, intelligence, and hard work. I believe my successes in resolving operational inefficiencies would be of benefit to your company and I would be committed to helping your organization maximize profits.

Should your company be in need of an individual with my experience, I would welcome the opportunity to meet with you. Thank you for your time and consideration of my qualifications. I hope to hear from you soon.

Sincerely,

Jane Smith

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enclosure