

Resumagic.com: Cover Letter in Response to a Classified Ad

John Doe

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June 30, 2003

Human Resource Manager
Acme Corporation
123 Elm Street
Anytown, ST 12345

Dear Human Resource Manager:

Please consider my qualifications, as summarized below and on the attached résumé for the position of Associate Director of Applications Development Reporting that is currently available with your company. I believe that the achievements I have gained over the past six years selecting and implementing technology and management solutions for small companies as well as Fortune 1000 clients in various industries would be of enormous benefit to your company.

While providing technology and management services to clients, I have successfully managed multiple projects concurrently, many of which were highly complex. I was a key player or supervised projects that significantly reduced clients' operating expenses and increased profits. My accomplishments include the following:

- As Project Lead, designed and implemented an automated sales system that improved proposal generation time by 75% and improved sales 800%
- At Smith Industries, played key role in the design and execution of a 60-day implementation model that reduced lead time by over 50% and was a key player on a project that successfully improved a call center's response time by 42%
- At XYZ Company, reduced supplier pool by 36% and related costs by \$9 million in first nine months of employment

My qualifications also include a Masters in Information Management and a Masters in Business Administration. In addition, I have enjoyed a reputation for being a very hard-working, intelligent, and industrious individual. My motivation is to completely utilize my accumulated experience and knowledge to the fullest extent possible, becoming a valuable asset for the right company.

Your advertisement requested that I include my salary requirement. I am requesting a starting salary of \$60,000. This figure is based on research I conducted at www.salary.com and takes into consideration Acme's generous benefits package.

I would appreciate the opportunity to interview with you and discuss my qualifications in-depth. Thank you for your consideration and time.

Sincerely,

John Smith

John Smith

attachment