

SAMUEL T. SUCCESS

111 Yellow Brick Road
Atlanta, GA 11112

(555) 555-1234
success@com.com

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John Manhill
CEO
Best Company USA
12345 Good Street
Anywhere, LA 78978

Dear Mr. Manhill:

My research indicates that Best Company USA is looking to increase revenues in the payment division. This is my expertise; at ABC company, I brought in additional revenues of \$8M, exceeding corporate goals by \$1.5M. Let me do the same for you. My resume is enclosed for your review.

With 15+ years of strong management and financial experience, I can provide the leadership and motivation to exceed corporate objectives. My verifiable record of successfully completing international mission-critical projects, identifying customer requirements, budget management, and timely scheduling would make me an immediate asset to achieving corporate goals. One of my strengths is providing on site training and ensuring support issues are promptly resolved, as well as building and maintaining strong, customer-driven teams. My ability to analyze problems, formulate workable solutions, and provide decisive, action-driven entrepreneurial leadership have been instrumental in revenue enhancement. Constant contact with decision makers in international and national organizations have strengthened my communication skills; a skill I believe crucial to success in competitive business arenas.

During the past 2 years, I have managed a \$12M implementation of an automated payment solution with numerous customized modules. The project was brought in under budget and on time. I guarantee my market knowledge, ability to achieve objectives, problem-solving and strong leadership skills would be major factors in increasing your bottom line. Can we meet? I will call you on Monday to set up a time.

Thank you for your time and consideration.

Sincerely,

Samuel T. Success