

# Andrew Jones

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NAME  
COMPANY  
ADDRESS  
CITY, STATE ZIP

Dear NAME:

I am interested in joining COMPANY as TITLE. The enclosed resume outlines my experience and achievements. I will be happy to provide references or further information at your request.

As my resume indicates, I have held executive leadership positions (President, COO) at large, established corporations and entrepreneurial start ups in both the public and private sectors. My duties included all aspects of strategy, policy, operations, marketing, and talent development. Industry peers have frequently recognized me as a thought leader who drives innovation and change.

Throughout my career, I have consistently set and exceeded high performance goals. By establishing new standards for performance and cost control, I turned around an established company, achieving 10% revenue growth while cutting costs by as much as 40%. Earlier in my career, I devised marketing strategies that increased sales for a key product by 35%. I am confident that this combination of skills and experience will make me a valuable member of your executive leadership team.

I offer you the following qualities:

- **Innovation:** Analyze conditions and make decisions that achieve short term objectives and set the foundation for growth.
- **Persistence:** Maintain a positive attitude in the face of obstacles and overcome them by staying focused and agile.
- **Self-motivation:** Approach all tasks with a sense of ownership, dedication, and responsibility in delivering measurable results.

The summary given in this letter and my resume cannot fully communicate my potential contribution. I would appreciate the opportunity to speak with you personally and answer your questions.

Thank you for your consideration.

Sincerely,

Andrew Jones