

John Samuels
CEO
XYZ Company
222 Commerce Boulevard
Boston, Massachusetts 02122

Dear Mr. Samuels,

Mark Stewart suggested I contact you directly. I connected with Mark at the Association of Financial Professionals convention, where he mentioned you would be filling the COO spot in the next few months.

A change agent for companies in distress, I offer XYZ deep expertise restructuring and turning around failing financial and operational performance to capture healthy, sustaining profitability and growth.

My value-add is powered by these core strengths:

Finance and Accounting Management – An unwavering numbers and metrics watcher, I have the dexterity to anticipate potential risk factors; establish a viable budget, financial model, and profit objectives; control P&L, cash flow, and asset management; preserve equity; and oversee mergers and acquisitions.

Leadership and Mobilization – Practiced at gaining the trust of my colleagues and managing by “walking around”, I know how to talk to people, develop a comfort level, and rally them around what needs to be done. Getting an accurate read on the pulse of the organization and connecting with employee views of operational opportunities and concerns are two keys to my management strategy. I raise the bar by focusing on results, not effort, and get everyone excited about the journey we’re all on together

Organizational Structure Improvement – Doggedly persistent and proactive in the face of complex recovery obstacles, I challenge status quo processes, pursue strategic alternative approaches, and take calculated risks associated with evolution. My success lies in the innate ability to synthesize the functional areas of Engineering and Operations, Finance, Administration, HR, Legal, and Marketing and Sales.

Customer Relationship-Building – Driving an organization to act as if any customer service failure is intolerable, I make it easy and pleasant for them to do business with our company. I have a strategic talent for ensuring “fit” between products, clients, and markets.

I welcome the opportunity to meet with you to discuss my potential contributions to XYZ. Mark believes I’m a good fit for your company, and I look forward to exploring that potential. I’ll call you next week to discuss scheduling a meeting.

Thank you for your consideration.

Sincerely,

Susannah Moore

Enclosure: Resume