Lucia Applicant

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August 24, 2020

Mel Lee

Director

Acme Retailer

123 Business Rd.

Business City, NY 54321

Dear Mr. Lee:

After contributing to the growth and success of three different organizations in the past 10 years, I am seeking new challenges with a company in need of someone with exceptional planning, leadership, and management abilities.

As evidenced in the enclosed resume, my experience encompasses project management, strategic planning, resource utilization, revenue growth, and cost reduction. My ability to analyze needs and create unique solutions designed to yield a profitable outcome has proven to be one of my greatest assets.

Credited with significantly impacting bottom-line profitability wherever I have worked, I excel at streamlining less-than-efficient procedures to boost productivity and sales. Proactive management of crucial external relationships allowed me to increase revenue by 17% in one year. I also negotiated exclusive relationships in a key market segment, expanding the company's share of that segment by 66%.

I know that my proven leadership skills, strong commitment to high ethical and professional standards, and flexibility in devising proactive responses to changing socioeconomic conditions would allow me to make a significant contribution to the [Company Name] team. I would welcome the chance to discuss my qualifications with you in greater detail. If you wish to schedule a meeting, please let me know. In the meantime, please know that I appreciate your time and consideration.

Sincerely,

*Lucia Applicant* (signature hard copy letter)

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