

FIRST And Last Name

OPERATIONS EXECUTIVE

Address
City, ST Zip
(111) 222-3333
email@address.com
www.linkedin.com/in/name

"{Month Day, Year}"

“True leaders don’t create followers, they create more leaders.”

—Tom Peters, Author and Speaker

"{Name of Hiring Manager}"

{Title}

"{Company Name}"

"{Street Address}"

"{City, State Zip Code}"

RE: {Reference ID: 1234 if applicable}

Dear "{Mr./Ms. Last Name}" :

With 10 years of experience in executive management within a niche market, I have established a career history of improving operating efficiency, reducing wasted resources, and developing the best and brightest emerging leaders to become future change agents. Additionally, I have a solid track record of leading and guiding transformation efforts in turnaround situations.

As Vice President of Operations for company name, the third largest xxxxxx in the world with annual sales of \$165M+, I am responsible for strategic oversight of the single largest operating division in the company, overseeing human and capital resources across 18 departments and a cumulative budget of \$40M. My signature contribution to date has been developing bridges and partnerships to combat silo formations and compliance concerns due to diverging and conflicting messaging. Select achievements include:

- Rapid promotion through a series of increasingly responsible leadership positions due to impressive ability to develop, cultivate, and leverage strategic partnerships at all levels of organization.
- Key player in the creation, development, and launch of innovative solutions for cost containment, regulatory compliance, and performance optimization.
- Instrumental in landing one of top 3 revenue-generating sponsors, successfully realizing an additional \$7M in revenue, 4% of total earnings.
- 70% increase in EBITDA in 4th quarter of 2012 on 7% revenue increase by spearheading comprehensive cross-utilization of labor initiative.
- After 6% headcount reduction, reduced overtime 46% through shift modifications and cross-utilization of labor.

If your organization demands someone who can influence change and contribute to operational excellence, I welcome the opportunity to meet to discuss how I can help "{Company Name}" achieve its goals. I will contact you in two weeks to follow up on your needs. If however in the meantime I can offer additional information in support of my application, please contact me at the number above at your first convenience.

Sincerely,

First and Last Name

Enclosure