

JANE B. SMITH

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RE: **Senior Management Position**

Dear Hiring Manager:

My experience and management skills are surpassed only by my enthusiasm to effectively meet the challenges before me. I am seeking new and stimulating opportunities as a Senior Manager within ABC Corp. An organization such as yours that prides itself on empowering its staff would be ideal. The enclosed résumé reflects a dynamic achiever eager to put knowledge and expertise to work in a fast-paced environment where performance affects the bottom line.

As you will discover, I am a highly capable individual with several years of management and sales experience. All of the companies I worked for I quickly trained and advanced through the ranks. A management style that incorporates motivation through positive feedback and support plus straightforwardness and open communication that build trust and fairness precedes me. Additionally, the following personal characteristics would benefit any employer:

- Strong belief in company loyalty and professional integrity support a superior work ethic
- Logical thinking and ability to determine overall picture aid in making decisions and solving problems
- A strong leadership model and positive attitude motivate others to higher levels of performance
- Ability to effectively delegate and monitor employees and tasks simultaneously increases efficiency
- Follow-up and follow-through ensure positive outcomes
- Readiness to accept change and embrace new ideas illustrates flexibility
- Friendly, personable, yet professional demeanor, enhances peer, employee, and client relations

May we meet to discuss the value I would add to your team? In the meantime, thank you for your time and consideration.

Sincerely,
Jane B. Smith