

SAMUEL RYAN

October 3, 2006

Hiring Agent, Title
Company Name
Address

Dear Hiring Manager:

As a successful business manager with a broad background and a wealth of experience in developing and delivering innovative programs that increase revenues, I am someone who can be a great asset to your company. With demonstrated successes in identifying promising business opportunities and mobilizing effective teams to put them into practice, I would like to explore the possibility of putting my expertise to work for you.

As you can see from my enclosed résumé, my background includes roles in sales, marketing, operations and information analysis that recently culminated in business management positions where I have been able to implement programs that significantly improved operations and reduced costs. For example, in my current position as manager of a central Business Information Center, I successfully introduced a new sales protocol designed to optimize how sales calls are planned and carried out, reducing center costs by over \$2 million. Prior to that, as Business Unit Manager for several of lines of business, I was instrumental in identifying and implementing new opportunities that allowed the company to realize \$5 million in additional income.

My success has been defined by my strong analysis skills, solid business instincts, considerable practical experience, and ability to rally staff around a common goal. In addition, my communications skills are top-notch, and I am quick to recognize and address project disconnects when they arise, expertly keeping programs on-track. In the past, this combination of skills has allowed me to make a significant impact on bottom-line revenues. With a solid track record behind me, you can be confident that I can do the same for you.

I would be pleased to have the opportunity to discuss your needs and how I might be able to meet them. Feel free to contact me at the address and phone number listed below.

Thank you for your consideration.

Sincerely,

Samuel Ryan

Enclosure