XYZ Beverage Company

Box Number

Street Address

City, ST Zip Code

Dear Search Director,

Having director-level experience in the beverage industry, I am very enthused to be responding to your job posting for Director of Sales and Finance, which I found on Michigan’s Ross Business School website. The position is an excellent fit with my competencies and work history. Here is an outline of how my qualifications meet your requirements:

* **Executive-level experience**

Past director of $1.2 billion company

* **Track record of sales achievements**

Increased sales from $50 million to $450 million through acquisitions and expanding into new markets

* **Manage large teams**

Led teams of up to 500, including 10 management direct reports and over 400 indirect reports

* **Skilled in financial management**

Oversaw P&L for $200 million division, cutting costs by 15% while helping organization achieve revenue targets

* **Beverage industry product marketing**

Five years’ experience working for Pepsi as marketing director of bottled water division

* **MBA**

Earned MBA from Ross, 2002

Based on my research, I understand that XYZ Company is on a solid path for growth with the expansion into Z beverage market. I look forward to learning more about the opportunity and discussing how I can help XYZ meet its objectives. You can reach me at 111.222.2222, or via email at sundeep.gupta@tmai Interpreted Assessmentsl.com.

Sincerely,

Name

Attachment (Resume)