

AARON M. SMITH

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January 18, 20XX

Jace Perkins, President
ABC Corporation
2837 Executive Circle
Denver, CO 80123

Dear Mr. Perkins,

My passion for building corporate value through long-term business relationships and ability to develop and execute strategic plans have led to my career success as a strong leader. As the past Vice President of Advice Marketing and Initiatives for Nelson & Company, leading the financial services, business development, and sales initiatives for this Fortune 50 company has provided me the opportunity to demonstrate my talents and abilities as a performance-driven professional.

I offer solid experience as a leader in training and business development and have demonstrated success in designing and executing very successful management programs. Personal drive for excellence, applying best practices of learning principles, and communicating effectively are what lead teams under my direction to achieve and deliver results. The past four years of my career have been focused on organizational development, change management, and creating sales programs.

Qualifications Include:

- Proven track record for making significant contributions through strengths in profit and cost control, program and project analysis, and corporate turnaround
- Expert in providing strategic direction and supporting an environment for employees to develop competencies and grow professionally
- Experienced in creating and facilitating diverse training programs for general employees, peers, mid-management professionals, and senior-level executives
- Highly proficient in assessing problem situations from various perspectives and providing effective solutions to resolve difficult matters

I appreciate your consideration in reviewing my resume, which includes recent career achievements. My goal is to acquire a senior-level management position offering new challenges, and I welcome the opportunity to meet with you to explore this further. I will contact you next week and look forward to speaking with you soon.

Sincerely,

Aaron Smith

Enclosure