

# Work Ministry

## Cover Letter

### Basic Design

Use the cover letter to submit your resume, either in hard copy or email, in the following three paragraph format:

- Introduction: purpose of writing.
- Summary of background using three to five bullet points related to the company needs, obtained from ads or job postings.
- Closing statement, asking for a call or making a commitment for follow up.

### Examples

#### **Experienced Sales Manager:**

Dear -----: With regard to your need for a sales leader, enclosed is a copy of my resume.

As a senior level Sales Leader and Team Manager in commercial, B2b sales, I have a solid record in Business Development and Account Management. I offer:

- In-depth experience in developing Commercial/OEM markets through distributor, wholesale and agent channels at regional and national levels
- Long term record of applying relationship management and consultative sales methods to achieve sales goals
- Hands-on experience in managing key accounts
- Ability to plan, organize and execute a strategic plan

I welcome a call or email regarding Sales/Sales Management opportunities. Thank you for your consideration.

#### **Experienced IT Manager:**

Dear -----: With regard to your need for a Project Manager, enclosed is a copy of my resume. My strengths include:

- Strategic leadership with high-impact on organizational performance and results in operations, marketing, sales and profitability,
- Hands-on experience in managing internal and external stakeholders for achieving project success,
- Solid background in technology driven enterprises and
- Project and team leadership to achieve business goals.

I welcome a call or email regarding Project Management opportunities. Thank you for your consideration.

**Experienced Finance Manager:**

Dear -----: With regard to your need for a Director of Finance, enclosed is a copy of my resume. My strengths include:

- Strategic and Operational finance experience that impacts bottom line results
- Hands-on background in M & A, including excellent contacts in the investment banking community, investment analysis and deal structuring
- Sales, Distribution and Manufacturing assignments for building multi-site (domestic/international) enterprises and
- Project and team leadership to achieve business goals.

I welcome a call or email regarding the position of Director of Finance. Thank you for your consideration.

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