

Date

Representative Name

Title

Company Name

Address

City, State, Zip Code

Dear Hiring Manager:

Building corporate value through effective leadership, marketing and business development is my forte. For the past 14 years, I have played a pivotal role in creating and managing successful financial operations at MetLife. Your needs and my skills and experience seem to be an ideal match, and I am confident that I can boost profitability and achieve unparalleled fiscal growth for your organization.

A sample list of the achievements and skills that I can offer:

- Expertise in developing and overseeing highly successful operations; created and ran a financial enterprise that surpassed all performance records at MetLife in 1999, 2000 and 2002.
- Unique ability to think “outside of the box” and effectively manage systems and resources to achieve the organization’s mission.
- Innovative marketing strategies that deliver highly profitable results; piloted “outreach” initiative that was the first of its kind in the financial services industry.
- Outstanding networking, client relationship and customer retention abilities; skillfully cultivate and maintain profitable alliances.
- Adept presentation skills with expertise in conducting motivational speaking and goals planning sessions.
- Management talents that encompass recruiting, training and mentoring; keen ability to champion professional excellence in staff.

I would welcome the opportunity to discuss how my skills and experience can positively impact company name. My enclosed résumé details my background further.

If you have any questions, I can be reached at the telephone numbers listed above. Thank you for your consideration, and I look forward to hearing from you soon.

Sincerely,

Cheryl Morrison

*Enclosure*