Date

Position: XXXX

To whom it may concern,

XXX (Company Name) is recognized as a leader in XXXX and XXX. Through conversations, I have learned about XXX collaborative culture and commitment to the development and growth of their team. I believe my “get things done” attitude, sound communications skills, proven strategic thinking, and results-oriented approach will allow me to add quantifiable value to your organization.

To more specifically illustrate my fit, I have aligned some of my qualifications to key requirements in your job description.

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| --- | --- |
| **Your Requirements** | **My Qualifications** |
| 4 - 7 Years Of Relevant Business / Consulting Experience | * 3+ Years of Strategy Consulting at Monitor Deloitte * 3 Years of Brand Management Strategy at XXX in NYC |
| Project Management Experience | * Project managed 3 direct reports and a 30+ person cross-functional team on dSNAP (a mobile-based reverse bidding for rewards platform ($1M project) * Created and led a 20+ person cross-functional team of volunteers on the Project X($750k project) |
| Presence / Communications Skills | * Built 10+ documents and presented them to internal (i.e., Deloitte) and external (e.g., XXX and XXX) CEOs / Executives * Consistently recognized on performance evaluations as exceptional written and verbal communicator in formal and informal environments |

I believe my strong work ethic and drive to succeed makes me an excellent candidate for the Manager of Business Operations and Strategy position at XXX. I am eager to assume an active role and I look forward to speaking further about my experiences and qualifications.

Sincerely,

NAME