

Project: Job Search Worksheet

Class 4 » Building Your Toolkit: Cover Letters

1) Company name, person's name and company address you are addressing this to:

2) Something that interests you about the company &/or person to whom you are addressing the letter:

3) A few of the challenges the company faces which your experience will address:

4) Synthesize your experience to show how you're a good fit for the role:

5) Express interest in an interview:

6) Days, times, or time windows you're available to meet:

*Use the same formatting as
résumé (font, line spacing, etc.)*

November 13, 2015

Introdone Partners Ltd.
Attn: Saul Schrader
7710 Avenue of the Americas
New York, NY 10001

*Address to a real person,
not a job title or department*

Dear Mr. Schrader,

I have been following events at Introdone Partners with great interest and have admired your actions in light of the company's performance.

*Open with interest in
the company &/or the
person to whom you are
addressing the letter*

I understand that you, as Chief Executive Officer, are dealing with the following issues:

1. Negative profitability and delivering disciplined, profitable growth in a challenging market;
2. Continue cost discipline, drive greater efficiency and improved productivity; and;
3. Streamlining operations and creating synergies.

*Show an understanding
of the issues the
company is facing*

While I know that you have talent in house, you may also be looking for fresh external talent and I have significant expertise, which you may need on your supporting team when dealing with these and other issues:

- I offer a fresh outside perspective, have a well-blended mix of expertise at corporate and business unit level in finance, operations, restructuring and transformation.
- I bring a high level of energy along with a very personable demeanor, plus the ability to speak to all levels and cultures/regions in the appropriate manner to get things done while keeping morale high.
- I embrace challenging assignments, such as those I've taken on at corporate headquarters and at business units at large public companies and private middle market companies.

*"Connect the dots" for
the recipient by
synthesizing your
relevant experience and
tell them how it makes
you the perfect fit for
the job in question.*

Based on the above, I believe my experience and expertise make me an excellent candidate for the VP of Finance & Administration role you are seeking to fill. I would very much welcome the opportunity to have a conversation with you to explore the possibility of a potential fit within your organization. I am available to meet Tuesdays and Thursdays after 2:00 pm.

Thank you for your time. I look forward to hearing from you.

*Express your interest in meeting for an
interview and offer times you're
available to do so.*

Respectfully,

Skyler P. Ehermantraut

*Sign with your full name, not a
nickname.*