

July 25, 2020

Robert Taylor
Human Resources
Careers International, Inc.
Greensboro, NC 27409

Re: Senior Operations Director

Dear Mr. Taylor:

In my current position as Director of Operations and Finance, I have played a critical role in mitigating financial risks during the pandemic and have improved business processes and systems, resulting in increased operational efficiencies and company profitability. I can produce similar results as Senior Operations Director at Careers International.

I am drawn to this position because it will enable me to combine my passion for operations with my desire to work for an organization that has a positive impact on other people's careers. I also share many of the same values espoused at Careers International, including teamwork, equity/inclusion, and customer centricity.

I possess the knowledge and skills that are critical to being effective as Senior Operations Director. Below are sample contributions/highlights from my current role:

- Saved **45+** jobs during the pandemic by securing **\$1M** in funding through the Payroll Protection Program.
- Improved tracking of the company's financial health by increasing the focus on key performance indicators.
- Cut costs of processing payroll by implementing new software.
- Accelerated individual growth and company bench strength by mentoring, training, and managing **25+** direct reports.

My attached resume provides a more comprehensive description of my qualifications. I look forward to exploring additional ways that I can add value at Careers International.

May we schedule a time to talk this week?

Sincerely,

Jonathan Smith
111.222.3333
js123456@nomail.com

Enclosure