Response to an Ad:

Point-By-Point Sample

To: HRgenericemail@Company

Subject Line: RE: IT Director position, job #1R0211

Dear Human Resources,

Here are my qualifications that align with your requirements for the IT Director:

Enthusiastic, energetic, and highly driven, with skills and tenacity to solve problems by implementing creative solutions that embrace cutting-edge technology.

 Extensive experience leading IT transformation initiatives in two organizations that streamlined operations while introducing new technology that improved performance.

 Background spanning auditing, IT project management and application development.

 Obtained MBA in MIS and Decision Sciences. Passed CPA exam on first attempt.

Lead teams of cross-functional business partners to effectively determine project scope and business impact.

 Collaborated with business units to ensure IT strategy was aligned with business strategy as IT Leader at Client Energy.

 Teamed with business units to develop project scope, schedules, and cost benefit analysis as Customer Advocate at Rowan Inc. and Account Director at Client Energy.

Coach team members to identify possible solutions and evaluate alternative courses of action and facilitate process to resolve differing views and positions.

 Led team in handling variety customer issues with focus on timely resolution and cross-collaboration to achieve results.

 Recognized as strong facilitator and team builder, which led to leadership roles in national initiatives.

I welcome the opportunity to share more of my accomplishments that may be useful to Company Q. I will call you next week to arrange a time to learn more about your needs and how I can assist you.

Regards,

Lawrence

Lawrence Martin

555-356-9876

Lawrence.Martin@personalemail.com

www.linkedin.com/in/lawrencemartin123

Response to an Ad:

Grid Format Sample

John Hireme

1234 Miller Rd.

Seattle, WA 15039

477-333-2934

jt@yahoo.com

June 8, 20XX

Company XYZ

1234 Street

New York, NY 10013-1578

Dear Search Director:

Your advertisement for Vice President of Sales is a very close match with my skills and experience. Here is a point-by-point comparison of your requirements with my qualifications.

|  |  |
| --- | --- |
| Your Requirements | My Qualifications |
| Dynamic professional, management experience. | Former Regional VP of $200M Fortune 1000 company. Member of Operations Committee. |
| Proven record. | Built sales from $15M to $100M in 3 years through internal growth and acquisition. Profits were top in company. |
| Experience financial administration. | Total P&L responsibility for Eastern Division. |
| Sales management. | Managed a team of up to 20 including sales and sales support roles. |
| Product development. | Successfully developed and introduced new food product for consumer market. |
| MBA | MBA, Harvard Business School. |

There are additional skills and accomplishment in my background that should be of interest to you. I look forward to discussing how I will enable you to meet your future goals. Feel free to contact me, or I will call you next week to follow up.

Sincerely,

John Hireme

Enclosure (resume)