**Full name**

**Phone number**

**Email**

**LinkedIn profile URL**

Dear Ms Catherine Smith,

**Experienced senior manager for X position.**

I was previously introduced to your company by your colleague, Susan Bainbridge, at the recent X trade fair, and became particularly interested in the work you do and the culture of the business. Subsequently, I was especially excited to see the role of X recently advertised on your website.

I believe my 15 years as a senior manager for one of the biggest names in the X sector, contributing to a 25 per cent rise in revenues over the last half-decade, places me in a unique position to add real value to your organization. I am looking to build upon the experience I already have, apply my knowledge and skills to the role of X, and commit myself to a new challenge.

From reviewing the job description, I believe that I am a great match for this role and could become a key player in helping your business to achieve its goals. Your company is at a similar stage of its development to my present employer when I began my role with them, and I would love nothing more than to be able to help drive similar growth and success for your business.

I would like to highlight the following skills and achievements that I would appreciate the opportunity to build on as your brand’s next X:

* Exceptional people, resource and process skills that have helped to drive consistent and measurable improvements in the company’s productivity, performance and sales in my present role – all skills that are well-matched to your position for an X with a “proven track record” in these areas
* An influential player in the transformation of my present company from a small business generating $2.2 million in annual revenue with an 18-member team, into one of the most thriving and respected firms in its industry, employing 48 staff and recording revenue of $26.2 million last year. I would be delighted to draw upon my skills and contacts to further your growth objectives
* The conceptualisation and establishment of strategic initiatives such as X, X and X, which have contributed to driving the company to new heights of operational success. These achievements are highly relevant to the role of X to assist in significantly expanding your international profile and reputation for innovation

Thank you in advance for your consideration. I have attached my CV and look forward to speaking to you further about this opportunity.

Yours sincerely,

**[Your name]**

*Note: To finalize your new cover letter, remove all the Hays comments: navigate to the ‘Review’ tab on the top toolbar. Click the delete comment icon to ‘delete all comments’.*

*We wish you the best of luck with your new cover letter!*