

Joseph Ding

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Date: [Insert Date]

Dear [Recipient]:

Your team is currently looking for [Job Title] and it is a pleasure to come forward as a candidate for this position. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Company Name] by providing additional information about my professional personality and my career thus far. Hopefully, this letter will help your team build a more comprehensive understanding of my profile.

Firstly, I feel that it's important for your team to gain insights into my professional profile that can't be expressed on a resume. If there's a way that others would characterize my attitude and approach to work, they would likely comment on my ability to excel in a variety of environments with all kinds of people. Professional flexibility and diversity is an attribute I've developed on purpose. For example, the MBA program I chose is the most diverse in the world—the cohort included participants from 31 countries. You'll also see from my resume that I'm bi-lingual, that I've worked all over the Middle East and studied in Europe, and that I've worked in on large-scale projects in telecommunications, transportation, education, defense, and other industries. Your team would be adding a person who thrives in diverse environments and works well cross-functionally.

Your team is also likely to notice that, to date, my work in sales has primarily been centered on solutions design, procurement, relationship management, and bidding and that I'm moving towards a career in sales. This move is motivated by a passion for innovation and growth. What I've discovered with respect to procurement and negotiation is that, while these duties are integral to solutions-oriented businesses, these functions exist to control costs more than to innovate and drive growth. Conversely, the sales function exists to drive solutions to *new* problems, to drive innovation, and to advance a company mission and these purposes resonate more closely with my personal values, which include innovation and growth. So the slight pivot towards sales is driven by my passion for innovation, imagination, and development.

I understand how important it is to [Organization Name] to find a person who can make a positive impact and help advance the Firm's mission. It's also important that [Organization Name] find someone who will be a collaborative, organized, and proactive member of the team and that is certainly how others would characterize me. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further.

Sincerely,

[Your Name]

[Your Email Address]