



Date: [Insert Date]

Dear [Recipient]:

Your firm is currently looking for [Job Title] and it is a pleasure to come forward as a candidate for the role. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to your team 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 that your team to gain insights into my professional profile which can't be expressed on a resume. On the job, your team will find me to be someone who is energetic and ambitious, flexible and adaptable, and someone who values communication and transparency. You'll see in my resume that I possess a wide range of skills and that my career has included accounting, management consulting, and business development. As my career progressed, I became the "closer" on big deals and realized that I had a knack for developing business. So my personality is rather unique—it's analytical, collaborative, and growth-oriented. You'll also notice that my resume includes frequent work with systems and processes. The fact is that when technology and processes begin to break down, the negative impact on customers and revenues can be pretty dramatic, so I've made it a cornerstone of my work to build departments without information silos that maintain intelligently-designed processes. On the job, your team will find me to be someone who is fun, energetic, rigorous, and forward thinking.

Secondly, your team might find it useful to know a bit more about my most recent professional role. In my most recent role with Advanced Capital Strategies (ACS), we learned a lot about the important relationship between technology and internal processes. When I arrived there in 2015, employee turnover was high and the firm was running on software that was no longer supported by its developers. It was losing major accounts (responses to client inquires could often take days) and so, it began to lose money. Turning around a business that is both losing money and needs to make the complicated (and expensive) transition to an entirely new software platform was extremely difficult. Ultimately we did it, and I left in 2017 to allow the owner of the business to lower his headcount and pay down debts after some hard years. Now I'm excited to be on the hunt for the next challenge and am searching for a team that stands for excellence in all it does.

I understand how important it is to [Organization Name] to find a person who can lead people, manage strategically, and help maintain a healthy organization. I'm sure it's also important to you and your team that you find someone who will be collaborative, worthy of respect, and intelligent that is certainly how others would characterize me. So, 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.

Looking forward to hearing from you,

Grant M. Dundee