**Herbert White**

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**Today’s date**

Mr. Jacob Jensen, Human Resources Director

ABC Company

Address, City, State, zip

**Re: CEO, Advertised in Business Review**  
  
Dear Mr. Jensen,

I am contacting you to express my interest in your job posting in the Business Review for a chief executive officer.

My twenty years of experience in revitalizing companies and guiding them to achieve spectacular results dovetail well with the parameters listed in the job posting.   
While I learned invaluable knowledge from attaining my MBA from the University of Saint Thomas, I’ve found the school of real life to have furthered my education exponentially more. Please refer to my attached resume.

Highlights of my current position at TAS Company are –

1. Maximizing the company’s productivity and revenues by analyzing how operations are conducted.
2. Then, putting into effect more efficient methods and cutting down on unnecessary costs.

I succeeded in raising $[x] in assets, which I then distributed within the company with the objective and result of increasing profits even more.   
My leadership of the company, coordinating the various departments and teams, and effective communication with the board, contributed greatly to the company’s public image, and the acceptance of our products.

I am able to supervise all operations of the company and see the whole picture while not losing track of details.   
My vast experience in raising capital, marketing, implementing improvements, and managements of costs will be available for your profitable use.

Please let me know when it would be convenient for me to meet with you to discuss my qualification further and determine how they can best be used in the service of your company.

Thank you.

**Herbert White**

**Enclosure - Resume**