

Roberta E. Peterson

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Name, Title
Company
Address
City, State Zip

Dear:

Streamlining and simplifying financial systems is my passion—improving your bottom line through cost reductions, performance, and process and profit improvements are my areas of expertise. If you are looking for a senior financial management professional with additional skills overseeing P&L, participating in acquisition negotiations, and developing relationships with banking executives across the state, please look at the enclosed resume.

Staying abreast of innovative technology that allows procedures to flow without intervention and developing strong internal and external relationships have been the cornerstones of my success. Examples that might be of interest include:

- Spearheading the implementation of an automated start-to-finish online ordering system for (company name). Internet sales now account for 50% of all sales generated. Cost reductions were dramatic due to a one-third reduction of our order-entry staff.
- Building a unified, energetic team at (company name) by introducing a participative management style that encourages input by our management staff.
- Participating with company owners in negotiations for a key acquisition. I was able to integrate 100% of the key staff into the newly-merged organization.

I have thoroughly enjoyed the challenges provided by my current employer. However, additional growth opportunities are not available to me within the organization. After evaluating my situation, I have decided it's time to find a new environment that will enable me to continue expanding my professional capabilities while contributing to the ongoing success of my employer.

I would enjoy speaking with you in person about a senior leadership position with (organization name). As a person who takes pride in bringing integrity and professionalism to the workplace, I am confident that my financial background and ability to impact the corporate bottom line would serve as an asset to the financial infrastructure of your organization. Thank you for taking the time to review my confidential credentials.

Sincerely,

Roberta E. Peterson

Resume Enclosed