October 5, 2022

Peter Simpson

Hiring Manager

Clarkson Enterprises

522 Eucalyptus Drive

Phoenix, AZ 49333

Dear Mr. Simpson,

I saw your ad for a project manager at Clarkson Enterprises and felt that I would be the perfect fit.

After contributing to the growth and success of three different organizations in the past 10 years, I am seeking new challenges with a company in need of someone with exceptional planning, leadership, and management abilities. Taking command of an operation or project, then guiding it to new performance levels, is my greatest strength.

As evidenced in the enclosed resume, my experience encompasses project management, strategic planning, resource utilization, revenue growth, and cost reduction. My ability to analyze needs and create unique solutions designed to yield a profitable outcome has proven to be one of my greatest assets.

Credited with significantly impacting bottom-line profitability wherever I have worked, I excel at streamlining less-than-efficient procedures to boost productivity and sales. Proactive management of crucial external relationships allowed me to increase revenue by 17% in one year. I also negotiated exclusive relationships in a key market segment, expanding the company's share of that segment by 66%.

I know that my proven leadership skills, a strong commitment to high ethical and professional standards, and flexibility in devising proactive responses to changing socioeconomic conditions would allow me to make a significant contribution to the Clarkson Enterprises team.

If you wish to schedule a meeting, please call me at 523-232-4545 or email me at sarapaulson@gmail.com. In the meantime, please know that I appreciate your time and consideration.

Sincerely,

Sara Paulson