

Date

The Wall Street Journal
Box T-300
New York, NY 10013-1578

Dear Search Director:

I was pleased to see your advertisement for Vice President in The Wall Street Journal of May 27 because it appears to be a very close match with my skills and experience. For your convenience, I have included a point-by-point comparison of your stated requirements with my qualifications.

Your Requirements

Dynamic professional, management experience.

Proven record.

Experience financial administration.

Sales management.

Product development.

MBA

My Qualifications

Former Regional Vice President of a \$200 million company. Member of the Operations Committee.

Built sales from \$15 million to \$100 million in three years through internal growth and acquisition. Profits were tops in company.

Total P&L responsibility for Eastern Division.

Former VP Marketing for \$100 million corporation.

Successfully developed and introduced new food product for consumer market.

MBA, Harvard Business School.

There are other areas, of accomplishment in my background that should be of interest to you. I look forward to the opportunity to tell you how my skills and ideas can benefit <Hiring Company>. I can be reached at (xxx) xxx-xxxx or <email address>.

Sincerely,

<Your Name>
Enclosure (resume)