

IZABELA VILLANUEVA

Email: izanueva31@comcast.net

999 Cone Road,
Clarendon Hills, Illinois 99999

Phone: (999)999.9999
(900)000.0000

Date

Name

Title

Organization

Address

City, State, Zip Code

Dear Mr. /Ms. Hiring Manager,

I am writing to express my interest in the position in the (Name of Company), and have enclosed my resume for your consideration. I have been seeking just such an opportunity as this, and I think my background and your requirements may be a good match.

Review of my credentials will confirm that I have served as the catalyst for technical and business analysis, personal integrity, complimented by high caliber administrative management qualifications and proven track record in enhancing accuracy and productivity.

Of particular note for you and the members of your team as you consider this management placement are my strong accomplishments in meeting the most challenging organizational goals and objectives and improving team performance utilizing systems technical skills and improved efficiency to produce high performance standards, enhancing leverage of scarce resources and achieve operating competence internally.

If you are seeking a professional who stays abreast of his field, who understands telecom voice techniques and operations management, earns major staff support, and who is as career-committed as it takes to achieve total success, then please consider what I have to offer. I would be happy to have a preliminary discussion with you or members of your committee to see if we can establish a mutual interest. I will call you within the week to answer any initial questions you may have, and to hear about your hiring process.

Thank you for your attention to this matter. I certainly look forward to exploring this further.

Sincerely yours,

Izabela Villanueva

Cover Letter