

Writer: Linsey Levine, MS, JCTC; Chappaqua, NY

Robert Brown

111 Riverside Drive #12B

New York, NY 10025

Home: 212-555-8943 E-mail: robbro@msn.net

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Ms. Alice O'Riley
President, The Riverside Foundation
2573 Central Park West, Suite 8-B
New York, NY 10021

Dear Alice:

I enjoyed speaking with you on the phone and, pursuant to that conversation, have enclosed my resume.

I'm looking for a unique executive opportunity where I can provide critical management functions—vision, leadership, strategic planning, finance, marketing, administration, legal insight, operations control—to enable an organization to accomplish its goals.

My career in the corporate and not-for-profit arenas has been accelerated based on my ability to deliver results despite financial, market, and organizational challenges. The blend of my business, legal, and financial skills, and the ability to translate vision into meaningful action, has proved successful in the following areas:

- Managing businesses and organizations to turn around performance and achieve full potential
- Developing and implementing long-range plans, including marketing, product, operations, financial, and acquisition/divestiture strategies
- Analyzing and controlling all aspects of operations to reduce costs and improve profits
- Organizing, reorganizing, training, and motivating to improve individual and group effectiveness
- Negotiating favorable partnerships, strategic alliances, and joint ventures

At this time, I am interested in exploring new executive challenges and opportunities where I can continue to provide decisive and effective operating leadership. I would appreciate the chance to meet and discuss your ideas and thoughts at your earliest convenience.

I certainly appreciate your time and consideration and will phone next week to speak with you further.

Best regards,

Robert Brown

Enclosure

This is an excellent example of an effective networking letter. To give the reader a sense of how she might be helpful in his search, the candidate provides an overview of his capabilities and current goals. Note how he keeps control of the follow-up.