

Sample Cover Letter – Business (cold call enquiry)

Peter Piper
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0407 123 456

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Adam Keene
Six Degrees Executive Recruitment
Adam.Keene@sixdegreesexecutive.com

Dear Mr Keene,

If you have a client seeking a leader with a focus to drive business improvement towards best practice I would like you to consider putting me forward. After seven years in the Healthcare industry in the roles of State Sales Manager and Business Development Executive, I am seeking new career challenges in the high volume FMCG environment.

I have demonstrated my strategic ability through successfully overseeing the launch of new products and have utilised strong leadership while managing operations at all levels, motivating and empowering team members and juggling multiple projects.

Achievements of particular interest to your clients:

- Identified potential for growth in WA and SA and coordinated activities that successfully expanded clientele by 27%
- Managed operations importing products from China further contributing to sales and business growth
- Managed large diverse teams of project managers and business analysts ensuring targets were consistently met
- Won 85% of government contracts

To support my career change, I completed the Master of Business at Monash University in 2014. As a result, I extended my knowledge through undertaking a specialisation in Supply Chain and demonstrated my capabilities when achieving distinction results for subjects such as Quantitative Methods of Risk Analysis, Business Intelligence Modelling and Supply Chain Logistics.

I would like to meet with you to discuss opportunities to add value to one of your client firms. I can best be reached on **0407 123 456**

Yours sincerely,

Peter Piper