

## Job-Seeker Cover Letter to Recruiter/Headhunter Sample

Carmen R. Ellison  
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Mt. Laurel, NJ 08054  
609.555.0262  
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Mr. Barton Keene  
Able Employment Recruitment  
3400 Einstein Parkway  
Princeton, NJ 08540

Dear Mr. Keene:

If you have a client seeking a brand strategist who can deliver bottom-line results, I'd like to make a strong case for myself. My track record in business-to-business international branding and marketing has helped enhance the reputations of such firms as Bank of America, The Nikkei Stock Market, Northern Telecom, and Intel, to name a few. I am contacting you as I believe it is time for a change. My employer is in the process of merging with another company, so the time seems right to move on.

Of particular interest to your client firms:

- I have demonstrated my strategic ability through successfully launching companies, communications departments, Web sites, PR programs, ad campaigns, branding programs, and more.
- I have consistently contributed my leadership skills in a corporate setting, while managing the creative process, motivating and empowering team members, fine-tuning marketing plans, and juggling multiple projects. I am a proficient top manager and profit-minded leader.
- Time and again, my initiatives have resulted in increased awareness and press coverage, successful advertising campaigns, and winning branding strategies.

I am particularly interested in positions in the San Francisco Bay area that start at a salary range of \$80K to \$100K, in the following categories: marketing partner at a venture capital firm, entailing leveraging marketing opportunities for the portfolio companies and advising them on branding and marketing strategies; brand strategist and global head of marketing for a service-oriented preferably global business; senior-management role in a mid-sized integrated agency specializing in advertising, PR, and interactive services; marketing and communications head for a high-end financial services boutique; high-end headhunter or right-hand in a large philanthropic organization.

I'd like to meet with you to discuss adding value to one of your client firms as I've done for my previous employers. I'll contact you soon to arrange a meeting. Should you wish to contact me before then, I can be reached during the day on my direct line (609.555.6325) or at home most evenings (609.555.0262).

Sincerely,

Carmen R. Ellison