

John Doe

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Company Name
22 Second Avenue
New York, NY 00000
333-333-3333
company@email.com

Dear Sarah Vanderhoff,

It's important to have a CEO who is fully committed to the success of your business and to improving business practices among employees. With administrative and self-motivation skills, I will help your company exceed expectations. Your job posting lists a range of requirements that include managerial skills, vision for the future, organization advocating, and maintaining partner relations. Being an officer in business for three years, I pride myself on the skills I have acquired in management, including organization, delegation, and a positive attitude. I understand the stressful environment that can arise during business transactions, so I use careful tact and professionalism to maintain relationships with partners and clients. My attention to detail and creativity allows for my vision of the future to have a positive outlook, and I am ready and willing to take others' visions to create something beautiful. When you need certain practices implemented in the workplace, I will be the first to ensure it gets done. With a commitment to success in business, I take the position of CEO seriously and look forward to speaking with you about my commitment to your business practices. Thank you for your time.

Sincerely,
John Doe