

LISA SAUNDERS
(344) 778-5579

7569 Galligher Drive
Fullerton, CA 06988

Date

Name
Title
Employer
Address
City, state zip

Dear _____:

A high-performing management team is an essential part of your company's continued growth and success. When adding to your team, you need professionals whose experience and record prove they *will* be successful.

I believe you will agree that my qualifications, highlighted in the enclosed resume, amply demonstrate that I have the drive, track record of results and management experience that can contribute to your company's growth.

Specifically, I would bring to your company:

- Ten years of progressive retail industry background, including store and district management
- Excellent operations experience in P&L, budgeting, loss prevention, customer relations, administration and other related functions
- Strong sales, merchandising, promotion and event coordination qualifications
- Extensive human resources, training and development expertise

Throughout my career, I consistently delivered annual sales growth and managed the largest geographic territory company-wide. Although in recent years my career has been in an administrative capacity, I have always had a passion for retail – prompting me to resume my career in this industry.

May we meet to discuss the value I would add to your retail management team?

Sincerely,

Renée Alexander

Courtesy of Career Directions