

Janine Bailey

E-Mail: janine@cazl.co // Phone: +1 (923) 278-2889



Date: [Insert Date]

Dear [Recipient]:

Your team is currently looking for [Job Title] and it is a pleasure to come forward as a candidate. You surely have multiple candidates to consider, and I feel obligated to honor the importance of this search to [Company Name] by providing additional information about my professional personality and how this position relates to my longer-term professional goals. Hopefully, this letter will help your team build a more comprehensive understanding of my profile.

Firstly, I feel that it's important for your team to gain insights into my professional profile that can't be expressed on a resume. If there's a way that others would characterize my attitude and approach to work, they would likely comment on analytical ability, my passion for engineering, and my willingness to take adventurous assignments. Your team will find that I'm naturally analytical and my approach to supply chain issues generally involves data gathering and analysis. Perhaps this is why I love engineering and large projects—I find it stimulating to be part of building something innovative or large scale. Other folks would also characterize me as someone who is unafraid of adventurous assignments. As you'll see from my resume, I spend a lot of time on the ground in China and today, I'd consider myself adept at working within the Chinese business culture and with Asian suppliers. So, I'm excited to participate in the global story around Asia's economic development, globally integrated supply networks, and rapid technological innovation.

Your team is also likely wondering why I've come forward for this position. It's because I have a passion for technological progress, innovation, and economic development. [Organization Name] is known for being innovative and for reimagining what's possible. That's why you're reading this letter—I'm looking to make a move to a firm that values innovation. It's my dream to work for a firm that's creating the future.

I understand how important it is to [Organization Name] to find a person who makes a positive impact and who can consistently deliver. It's also important that [Organization Name] find someone who will be a collaborative, organized, and proactive member of the team and that is certainly how others would characterize me. I hope that you have found this letter useful as you consider your pool of applicants and also sincerely hope that we'll be afforded an opportunity to communicate further.

Sincerely,

[Your Name]

[Your Email Address]