

Stewart M. Smith

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Date: February 8, 2010

Mr. Harold Striker
President and CEO
XYZ Services Group
123 West Lane Way
Preston, PA, 12345-1234

Dear Mr. Striker:

As a seasoned executive in facilities management, I develop, negotiate, and sell strategies that generate bottom-line profit. My work is as much about seamless project implementation as it is about managing the trades. Therefore, I produce strong financial results by uniting technical expertise with positive client relationships. I achieve mutual goals quickly, cost efficiently, and according to exceptional standards and hope to bring this expertise to your organization.

Samples of my work as a facilities management executive include:

- ✓ Facility maintenance management, including revamping call centers for major retailers involving systems redesign that reduces head counts and improves customer service.
- ✓ Innovative plans, including programs for relamping, energy reduction, and disaster recovery
- ✓ Oversight of simultaneous expansion of more than 100 Target stores, all within nine months.

Additionally, I have developed and executed programs as diverse as facilities management and construction for AllStar Sports and Outdoors and design and construction for BestBuy.com. In my years as an executive, I have encountered and solved many of the customer service and client relation issues attending these large-scale development projects as well as paved the way for increased positive communication among architects, engineers, managers, general contractors, and tradesmen. With bottom-line responsibility, I endeavor to cut unnecessary costs with no decrease in the service quality.

If your company is looking for a facilities management and construction executive with the experience and expertise to develop leads and close sales—and subsequently plan, manage, and administer their growth, I would be interested in speaking with you to discuss the value that my strengths and experience can bring to your company. I can be reached in confidence at the above telephone numbers or email address. I look forward to hearing from you.

With best regards,

Stewart M. Smith

Enclosure: Résumé