

WAYNE J. SCOTT

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(Date)

(Name of Hiring Manager, Title)

(Name of Company)

(Address)

(City, State Zip)

Dear (Mr. or Ms.)(Last Name):

I am known for entrepreneurial vision and translating vision into revenue generation and productivity, thriving in a diverse and fast-paced executive environment. Please consider me for the position of (name of position) as advertised in the (newspaper, website etc.). As Vice President of Sales & Operations I substantially drive revenue growth by utilizing my expertise in process improvement, new business development, product expansion, and revenue enhancement strategies. I am confident that my application of these and my many other qualifications would be an asset to your company.

If you are in search of a VP of Sales with turnaround strategy, corporate vision, and operational integrity, then I strongly suggest we meet to discuss the benefits and return on investment I can bring to (Company Name). I have included a small sample of the profound impact I can bring to your organization:

- **Increased revenue \$49M encompassing all aspects of product sales.**
- **Increased revenue growth 20- 30% annually as VP of Sales & Operations, capitalizing on diversified product lines, and business expansion.**
- **Recovered \$500K annually through redesigned processes by streamlining debt reconciliation.**
- **Exceeded the corporate expansion goal of 20 % by cultivating new vendor relationships while maintaining solid long-term relationships with suppliers.**

I believe that my expertise would be a good match for (name of company), and I would greatly appreciate the opportunity to meet with you to further discuss my qualifications. I have enclosed my résumé, which further details my professional achievements. I look forward to speaking with you to discuss my interest in working for your company and the fresh approach I would bring to the position. I appreciate your consideration and thank you for your time.

Sincerely,

Wayne J. Scott

Enclosure: Résumé