1

While I think I may have mentioned, oh once or twice that cover letters are not an option, I will admit that they are hard to write. If you are like me – and I write for a living – you might find that when you sit down to write a letter you cannot come up with something to say. I think that people draw a complete blank when sitting before the keyboard. Personally, I have my best ideas in the shower. The minute I step out the perfect thought leaves my head. I should have written it on the shower door (I think to myself). I could then grab the computer and quickly put on the screen that wonderful gem of an idea before it flies off into the night. Here is my effort to help you come up with some phrases as you are drafting your well written and compelling cover letter:.

4

Committed to organizational growth and development, I discovered early in my career the power of mentoring staff and promoting accountability for results. To that end, throughout my professional experiences, I encouraged cross-training and afforded staff the opportunity to improve their skills through ongoing education.

4 (cont)

In my present capacity as [Title], our team has achieved a #1 national ranking in sales, a position I attribute to our overall focus on employee development and productivity, client service, and satisfaction..

6

Through the implementation of a Just in Time (JIT) program unused inventory was eliminated, which resulted in a $65,000 annual cost savings. Equally important was my contribution to the development of the company's safety manual, which reduced worker's compensation claims by 25%; the new safety programs were adopted as a corporate best practice for all domestic and international locations.

Organizational Skills:

You would think that this is a given. Of course people are going to claim to be organized. You wouldn't hire someone if you thought they didn't have this skill. If you are applying for a job where this is referenced as a critical component, the following will be helpful:

Due to my ability to manage complex projects simultaneously, I was selected by the company's president for the 'Star' award, which is awarded to one employee on an annual basis. In addition to streamlining the development and dissemination of marketing literature, I also created a system to track and follow-up on sales leads.

work

collegues

7

Through the management of client relationships, schedules, and changing priorities, my department's efficiency increased by 14%, and employee morale as measured by company satisfaction surveys increased by 25%. I am experienced in working with people at all professional levels to identify needs and establish programs to achieve corporate growth and success.

Writing a strong cover letter and resume is critical to demonstrate what you can do for a potential company. Your ability to communicate effectively on paper is a sign that you are diligent, care about the process, and have attention to detail!

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2

Performance Focus:
As you know, driving organizational performance is critical to business success. Your ability to talk about this topic in your cover letter will allow you to quickly demonstrate your value:

3

In part I attribute my success to my ability to drive sustained results. During my tenure with XYZ Corporation, my contribution to team goals resulted in achieving sales growth of 45%. In addition to fostering an environment predicated on open communication, I also recommended and drove the implementation of weekly feedback sessions, which facilitated improved employee morale and commitment to corporate goals.

5

Cost Savings:
Cost savings is another area that will enable you to provide metrics to quickly establish credibility. Consider the following to help you create your own content related to cost savings:
As the CFO of ABC Corporation, my work was instrumental in driving cost savings of 30% through the implementation of automated systems and processes.
Subsequent to ongoing operations analysis, the finance team oversaw the establishment of a shared services organization, which eliminated redundant programs and improved profitability by 35%.

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