

# ALLEN ROBERTS

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February 19, 20XX

Caroll Andersen  
Chairman  
LCC Corporation  
2000 Main Street  
New York, NY 10000

Dear Ms. Andersen:

With a stellar track record of increasing market share, profitability, and product offerings, it is a pleasure to submit my resume for President of LCC's North American Division. I believe that, upon review, you will recognize that my innovative strategies are exactly what LCC needs to lead it to the next level.

My greatest strengths match those most essential to consistent growth and success:

- ◆ Expertise in developing profitable partnerships and forging global strategic alliances.
- ◆ Proficiency in identifying untapped markets and business opportunities, nationally and internationally.
- ◆ Strong track record of bottom-line responsibility for product launch, pricing, marketing and promotional initiatives.
- ◆ A career-long history of consistently increasing productivity and reducing costs.

My keen business insight and in-depth knowledge of improving operations while leading tactical marketing activities will enable me to impact your bottom line. I am confident my combination of drive and experience will provide you with an invaluable resource.

LCC Company intrigues me as an organization that realizes the importance of inspiring teams to reach new heights, which is the very type of vision that has defined and propelled my career. I look forward to discussing your objectives and how we can work together to accomplish them.

Sincerely,

Allen Roberts

Enclosure