John Menard

668 N Orange Ave.

Orlando, Fl 32801

November 8, 2016

I am writing to explore the possibility of employment for the Field Support Service Manager position.

In my current position I manage the sales activities of three brands, Enterprise, Alamo and National, as well as our airport operations. I have extremely strong communication and organizational skills and I also utilize my ability to delegate responsibility to keep the entire operation running smoothly. I have extensive experience utilizing spreadsheets to track sales, which allows me to set goals and track my employees progress. I have exceeded at every level at my current career, for which I was rewarded an opportunity to manage the second largest branch in the Orlando group. I believe my strong record in sales will transfer effectively to meet the needs of your organization.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you for your consideration.

Sincerely,

John S. Menard