Dear Ms Graham,

This letter is submitted as an application to your recently advertised CEO position, which I happened to see on the Dayjob.com website. With this goal in mind I have attached my current resume which will not only give you a more detailed picture of my achievements to date, but also of my future potential.

As a competent leader, effective manager and proven Chief Executive Officer, I will bring a tremendous amount of energy and new vision to your role.

For the last two years I have been the CEO of Northern Records. I am responsible for driving the growth of the business whilst at the same time maintaining profitability, protecting the company brand and delivering a high quality service to customers.

You will find me to be a highly skilled operator who has a successful track record of working closely with the Board, improving long term strategic planning and promoting business development at every opportunity. My core strengths include, but are not limited to:

* Excellent time management skills with the ability to organise my own and others workloads according to priorities.
* Ability to present convincingly to a range of audiences.
* Growing a business by using its existing manpower more efficiently and by taking maximum advantage of every opportunity that comes along.

I am very excited at the prospect of working for a company like yours that not only has a fast paced environment, but that can also offer me exposure to a variety of interesting and ambitious projects.

Please expect a call from me in the coming week to discuss in more detail your current requirements and my ability to meet and exceed them.

I would like to close by thanking you in advance for taking the time to consider my application.

Yours sincerely,