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| Gary B. Genett | Seattle, WA 98101 • 206-391-6606  [me@garybgenett.net](mailto:me@garybgenett.net) • [linkedin.com/in/gary-b-genett](https://www.linkedin.com/in/gary-b-genett) |

[DATE]  
  
[NAME]  
[TITLE]  
[COMPANY]  
[ADDRESS]  
[CITY, STATE ZIP]

Dear [NAME]: || Dear Hiring Manager:

Ready to further my career in partnership with a cutting-edge and future-facing organization, [COMPANY]’s need for a [POSITION] immediately caught my attention. As an innovative and insightful leader, your needs and my talents appear to be a perfect match.

Keenly focused on driving company success through proactive change management and comprehensive, strategic initiatives, I am able to promote exceptional across-the-board performance by revitalizing underperforming areas and capturing new opportunities for growth. My track record of success has been reinforced by encouraging professional growth at all levels. Confident I can deliver the same results with your organization; I invite you to review my resume in detail.

Highlights of the qualifications and background I offer include…

* Utilized numerous technology platforms to create and complete four front end and three back-end integrations.
* Assisted team members by the completion of a product integration advancement for a client that resulted in a recurring revenue stream of $2M per year.
* Pioneered a centralized documentation management system for Alaska Airlines as part of a $40M integration project.
* ~~Authored all presentation materials and documentation that led to an increase in daily operations and productivity for an application services firm.~~

Furthermore, I offer essential intangibles such as an engaging and collaborative management style, persuasive negotiating talents, and clear foresight to navigate around potential operational risks. I look forward to expanding on my career history, professional development, and personal character so we can pursue this partnership in greater depth. Please feel free to contact me at your convenience.

Sincerely,

Gary B. Genett