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| **Gary B. Genett** | Seattle, WA Zip Code? ▪ 206-391-6606  me@garybgenett.net ▪ linkedin.com/in/gary-b-genett |

Date

Name

Title

Company Name

Address

City, State ZIP

Dear (Name or Hiring Manager):

Ready to further my career in partnership with a cutting-edge and future-facing organization, (Company Name)'s need for a/an (Position Title) 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 enterprise-wide 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 recruiting high-caliber talent and 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.
* Pioneered a centralized documentation management system for Alaska Airlines as part of a $40M integration project.
* Hired and led an integral cloud team to increase and maintain up to date operations and productivity for a \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

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

Enclosure