Dear Sir,

After contributing to the growth and success of two different organizations in the past 10 years, I am seeking new challenges with a company in need of someone with exceptional planning, leadership, and management abilities.

Taking command of an operation or project, then guiding it to new performance levels, is my greatest strength.

As evidenced in the enclosed resume my experience encompasses project management, strategic planning, resource utilization, revenue growth, and cost reduction. My ability to analyze needs and create unique solutions designed to yield a profitable outcome has proven to be one of my greatest assets. Credited with significantly impacting bottom-line profitability wherever I have worked, I excel at streamlining less-than-efficient procedures to boost productivity and sales. Proactive management of crucial external relationships allowed me to increase branch size by 31% in one year.

I know that my proven leadership skills, strong commitment to high ethical and professional standards, and flexibility in devising proactive responses to changing socioeconomic conditions would allow me to make a significant contribution to your team. I would welcome the chance to discuss my qualifications with you in greater detail.

I know that you are busy, and have many applications to review. If you wish to schedule a meeting, please let me know. In the meantime, please know that I appreciate your time and consideration.

Sincerely,  
  
Shweta Narsaria

647-534-8831