

**WHEN YOU KNOW THERE'S AN OPENING – THREE EMAILS TO HIRING MANAGERS
(note: no reference to job postings in any of these)**

Subject: Discuss emerging markets at YourFirm?

From: armandojones@gmail.com

Dear Susan,

Upon seeing our three mutual connections on LinkedIn and shared group (CFA Society), I thought I would reach out; perhaps you can use a Business Analyst with expertise in quantitative analysis, emerging markets, and investor relations.

For eight years, I have guided global investment decisions using research and quantitative analysis (including STATA and R) at organizations including WellKnownCo1 & WellKnownCo2. My particular focus has been China and Brazil, where I understand you are seeking to grow your presence.

I also bring experience in communicating with investors, media and government. Highlights include:

- Conducted all **data mining and analysis** for WellKnownCo1's two recent books on direct investment in China.
- Covered emerging economies in all the **BRIC and MINT countries** for the firm and investors.
- Developed reports and **investor presentations** that led to deals worth \$10s of millions.
- "Go-to" expert for **Brazilian economy** including real estate, energy, auto, steel and service sectors.
- **Bi-lingual**: English and Chinese
- Masters in **International Economics**, and **CFA** (2013)

My career successes to date have been driven by a desire to add value for the client and help them make the "right" decisions; I understand that your company culture reflects these same values. For your additional information, I've attached my resume, and my LinkedIn profile is www.linkedin.com/in/x.

I am excited at the prospect of contributing to your highly regarded team and believe I could add substantial value. Would you have 20 minutes available to speak, perhaps sometime next week?

Subject: Discuss Growing YourCo's Consulting Practice?

Dear Linda,

Could you and YourCo benefit from a business leader with a track record building successful consulting practices from the ground up?

I've **built successful practices** at Deloitte, McKinsey, and Blessing White, increasing revenue from \$0 to as much as \$300 million.

Through this experience and along with leadership roles at Fortune 500 / Global 1000 companies including CIO and COO roles, I've gained a reputation with clients for driving business value through technology. My record of high margins comes from leveraging IP and knowledge management as a competitive advantage.

I believe YourCo can leverage my experience in building and expanding your practice into new areas, like Digital. Additional highlights:

- Developed strategic plans, technology strategy and recommendations for 10+ global companies.
- Built **long-term client relationships**; retained profitable clients for over 15 years.
- **Managed P&Ls of up to \$70 million**, led teams of over 100, including sales, marketing, legal, HR, IT, and operations.
- Developed **digital strategy and cloud migration** roadmap for 26 applications and ERP.
- Achieved **50%+ increase in productivity** through process re-engineering, Robotic Process Automation.

My resume is attached, and my LinkedIn profile is www.linkedin.com/in/JohanSebastian.

I have a great respect for YourCo and the value it delivers to the industry. Countless times I have used the reports to help guide strategy and validate recommendations. My clients have clearly benefited.

I'm very interested in meeting with you and believe even a brief conversation would be beneficial. Do you have 20 minutes available to talk? I'll contact your office in a few days to see if I can get on your calendar, assuming I don't hear from you first.

Cheers,
Johan

Subject: Discuss UT global tax issues?

Dear Julietta,

Could United Technologies benefit from a hands-on tax director and counsel with international expertise and the ability to drive strategic initiatives?

I have designed and implemented tax strategies for businesses in the U.S. and more than 14 countries, which could be helpful given your well-publicized expansion into Europe and Asia.

I know how to work with operations, finance and legal people to deliver tailored solutions that get results. I have managed cross-functional teams in North America, Europe, Latin America and Asia-Pacific in complex projects, including

- Executing a **\$4 billion U.S. recapitalization.**
- Refinancing global operations to **extract cash from overseas** without crippling operations or paying significant taxes.
- Implementing a global trading company to streamline production, increase sales and **reduce the global effective tax rate by 50%.**
- Reconfiguring a global sales organization to isolate and manage an estimated **\$100 million foreign tax exposure.**

My resume is attached for your additional information, and my LinkedIn profile is X.

I am very interested in meeting with you. I believe you will find even a brief meeting beneficial. I will call your office in the next few days to see when I can get on your calendar.

Kind regards,

Rob

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