

Dear Hiring Team,

It is with great enthusiasm that I present my credentials for the Managing Director - Business Development role (posting # xxxxxx), a position that closely aligns with my track record of building successful consulting practices from the ground up. In fact, 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 my 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/X.

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 thus very much look forward to the prospect of a meeting.

Kind regards,

Dear Hiring Team,

It is with great enthusiasm that I present my candidacy for **Senior Program Director**, an opportunity ideally suited to my background, experience and passion for enhancing opportunities for youth. Throughout my career, I have thrived in youth advocacy and the development of outcome-based, innovative programs on a national scale.

As highlighted in my resume and my LinkedIn profile (www....), I have developed and implemented winning strategies for successful community-focused programs, including process improvements. Below, I have excerpted your key requirements for the ideal candidate, followed by my related qualifications. I look forward to speaking with you about this exciting opportunity.

Sincerely,

Susan L. Smith

Your Requirements Followed By My Qualifications

“Bachelors degree absolutely required. Master's degree preferred.”

A Master's in Public Health, including a specialty in community health, program evaluations, and statistical analysis, serves as the foundation of my successful non-profit career in program development, community relationship development, and strategic planning.

“Five years of supervisory experience...program development experience.”

My 13-year non-profit career consists largely of supervising, managing, and developing multiple after-school youth programs, many of them award-winning, affecting more than 2.5 million youth nationwide. My success at developing and administering community programs on a national level has been predicated on my ability to communicate effectively and engender trust.

Highlights include:

- Developing a strong relationship-based network with more than 188 Girls Club affiliates and 20 key partners such as ONDCP, Unilever, American Girl, PepsiCo, and Paramount Pictures, resulting in \$5.7 million in direct and indirect funding.
- Developing a program and curriculum that allowed more than 300 at-risk youth on the Lower East Side of Manhattan to receive educational and work-based skills training.

“Knowledge of youth development programming a plus.”

I'm an expert in youth development programming. My program development work with Girls Club of the USA, which has a \$65 million operating budget, has involved managing the efforts of more than 900,000 volunteers and 2.5 million members nationwide.

My success and experience have encompassed all aspects of budget development, grant acquisition, affiliate consultation, event planning, and project management. I have skillfully managed collaborations leading to increased resources, innovative programs, and enhanced brand awareness. Some of my most notable accomplishments include:

- Successfully procuring a \$2.65 million grant from the Unilever Foundation to fund a self-esteem program for girls 8-17.
- Developing and supervising leadership institutes, health summits, job development trainings, and other programs that reached more than 1,400 volunteers and youth world-wide. □
- Serving as content manager for teen website www.studiob.or , earning the “Parents’ Choice Silver” Award for the small screen.

“Ability to work with a diverse staff.”

I possess a stellar track record (over 14 years in the making) in working with a diverse staff to develop, implement and lead programs that support your target population. Two of many examples include:

- Created a comprehensive program that enabled diverse youth population to apply for and receive over \$150,000 in scholarship/award opportunities.
- Developed a program and curriculum that enabled at enabled over 300 at risk youth on the Lower East Side to receive work based skill training, coaching and mentoring support. Served as Dean of this highly regarded program for over six years.

“Knowledge of budgets, program reporting and government funding a plus.”

I bring extensive knowledge of budgets, program reporting, and government funding:

- Successfully managed and evaluated a \$300,000 partnership with Southern Bell Corp., promoting English-Spanish family literacy through 41 Girls Club affiliates nationwide.
- Secured \$1 million in funding from the PepsiCo Foundation and \$1.8 million of additional in-kind donations from organizations such as Paramount, DreamWorks, Lionsgate, Scholastic Inc., the White House Office of National Drug Control Policy, the U.S. Department of Health and Human Services, and the Centers for Disease Control and Prevention.