

**Celia Logan**

ABC Technologies  
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Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Logan,

During the last financial quarter, I was able to meet and exceed all of my revenue targets by 110%. I achieved this through a combination of hard work and listening to the requirements of customers.

I see that ABC Technologies is looking to expand its market share in the medical industry. I have over 16 years of experience in overseeing the development of medical products from the initial idea conception to product delivery. In my current position at XYZ Design, I am directly involved in designing custom solutions for medical facilities, and I have a number of contacts within the industry.

During my time at XYZ Design, I have:

- Collected valuable customer data to fuel new and cutting edge designs
- Represented the company at meetups and conventions
- Managed a portfolio worth about \$15 million in annual revenue

I would like to set up an interview to discuss how my past experience can help ABC Technologies to meet its future goals. Please feel free to contact me with a time and date that suits your schedule.

Kind regards,

David Taylor

P.S. I would love to explain my plan to grow revenue by 27% over the next six months.