

# Allan Brown

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October 27, 2005

Name of Hiring Manager (or "Hiring Manager"), Title (if applicable)

Name of Company

Address

City, State, Zip

Dear (Name of Hiring Manager) or (Sir or Madam) or (Employment/Hiring Manager):

Please accept this letter, along with the attached resume, as application for the name of position, as seen in the name of publication or name of online classified listing website.

I am a thoroughly seasoned, results-driven senior level business professional with significant sales, marketing and business development background in wireless technology. For the past 3 1/2 years, I was responsible for overseeing operational and sales decisions pertaining to new store openings for a national B2C wireless telephone service provider. Prior to this experience, I was engaged in building wireless infrastructure on both a B2B and B2G level in the United States and Europe, performing a multitude of responsibilities ranging from representing the financial interests of leading wireless communications companies, constructing and managing operational strategies and analyzing market potential for building and expanding businesses.

The breakout below exhibits how my qualifications match your stated requirements:

## Characteristics of the Position

## My Qualifications

Prepare and oversee the company's operating budget. Build and managed operating budgets across multiple departments.

Review and approve recommendations for operational planning and control, providing relevant fiscal and market information to the executive management team. Identified target geo markets and oversaw the store development process for a major wireless service provider, opening 70 stores in the United States in a two year period.

Align the technology vision with the business strategy. Spearheaded the business development efforts for acquiring the GSM License in the country of Slovenia.

Strong leadership and managerial skills which complement the ability to build highly successful teams that achieve business results. Led teams of cross-functional employees and contractors who successfully delivered multiple online centric applications to 10 internal divisions within tight deadlines and within budget.

Excellent oral and written communication skills that demonstrate the ability to present business solutions in a manner that secures complete understanding and approval. Demonstrated ability to secure advocacy across all levels of an organization concerning operational, technical and sales management issues, using language and techniques that are universally understood and accepted.

There are other accomplishments in my background which may be of interest to you concerning my candidacy for name of position. I will contact your office the week of October 31 to speak about your plans for the future and how I would be able to make a contribution that would meet, if not exceed expectations.

Sincerely,

Allan Brown