Joe Bloggs

123 High Street, Town, UK PO57 6OD +44(0)1234 567 890 · joe.bloggs@phase3.co.uk

September 1, 2025

Jennifer Saunders

Director, Human Resources

Phase 3

54 Oak Street, Swan Square.

Manchester, UK, M4 5JA

Dear Ms. Saunders,

In response to your advertisement on [State where you heard about the role], please consider the following:

**Develop and implement strategic operational plans.**

15+ years’ Software company implementation experience. Planned, implemented, coordinated, and revised all implementation procedures in an office of 250+ employees.

**Manage people, resources, and processes.**

Developed and published weekly webinars and implementation schedules to meet annual business wide sales demands of up to £5 million. Met all implementation and minimized scope creep and associated project costs.

**Coach and develop direct reports.**

Designed and presented training programs for corporate, divisional and implementation consultants. Created employee involvement program resulting in £100,000+ savings annually.

**Ensure operational service groups meet needs of external and internal customers.**

Chaired cross-functional committee of 16 associates that developed and implemented processes, systems, and procedures business-wide. Achieved year-end results of 22% increase in customer satisfaction, 35% reduction in employee turnover, and increased customer NPS rating from 65% to 93.5%.

I welcome the opportunity to visit with you about this position. My CV has been uploaded, as per your instructions. I may be reached at the number above. Thanks again for your consideration.

Sincerely,

Joe Bloggs