

## 4 Cover letter Samples:

Symantec  
Company  
Address  
City, St Zip

Date

Dear Contact,

With over a decade of industry experience in IT Project & Portfolio Management, Systems Analysis, and Operations with my MBA in Finance & Analytics, I am very interested in the IT Project & Portfolio Management position at Symantec.

As an 11 year veteran of Sanmina-SCI Corporation obtaining my MBA degree, I became keenly fascinated by the business aspects of the operation, hence my decision to attain an MBA degree. It has been a significant commitment that I have found to be extremely interesting and educational. The financial analysis, the generation of marketing plans, the case work, and the group projects significantly contributed to my career at Sanmina-SCI Corporation.

I strongly believe that my dual background in technology and business, positions me to further make significant contributions to Symantec. My technical background has honed my analytical and problem solving skills, which is critical for IT portfolio management. Additionally, I have supervised teams and led groups, having gained valuable experience in facilitation and leadership. This acumen is important for making cross-functional teams successful, an important component of successful portfolio management. My systems analysis and project management experience entailed generating business requirements, technical specifications, managing end-to-end implementations of major IT initiatives, and managing the deployment of these initiatives to internal as well as external customers. I have gained valuable experience in portfolio management by creating roadmaps and macro-schedules for an IT portfolio/initiative to facilitate IT resource planning as well as corporate budgeting. All of these assignments have required extensive coordination amongst many project groups and across multiple geographic locations. In addition, my PMP certification demonstrates my ability to run and efficient projects. Throughout graduate school, nearly all of my elective coursework has been in finance, analytics, and marketing, rounding out my skill-set even further. I have gained experience in market research, pricing, product positioning, valuation, and forecasting in real world instances.

Given my IT Project & Portfolio Management experience, my PMP certification and master's level business education, I am certain that my qualifications are in alignment with what you are seeking in a candidate. I look forward to meeting with you to discuss further how my qualifications can be best utilized to achieve Symantec's overall objectives.

Thank you for your time and consideration.

Respectfully,

Name

Microsoft Japan  
XXXXX  
XXXX  
Tokyo XXXXX

July 22, 2010

Dear Hiring Manager:

With over a decade of business development and sales & account management experience in the Silicon Valley IT industry, I am very interested in the Business Development Manager–Partnership, Azure at Microsoft Japan introduced by Mr. Bert Veerman, Senior Associate at ICPA Limited. My experience in business and partnership development make an ideal candidate for this position.

Over the past 10 years, I have successfully led business development and sales teams at Hitachi Software America by contributing average \$5 million revenue per year. In my current position as the Business Development Manager, I have successfully and continually bring IT solutions to the market. Most recently, I have established a channel partnership with KDDI, one of the major global network carriers to promote Hitachi Software's Data Protection Suite resulting in 60,000 licenses sold in the initial three months of the rollout. I have educated the partner's sales team in person and prepared sales tools to facilitate their sales process. As a result, I have helped KDDI close several key deals to prove the value of the partnership. The product is now sold by KDDI's global teams throughout the world, generating \$2 million revenues.

Additionally, I have been exposed to Microsoft business and technologies solutions. As a Sales Manager in 2002, I built a team to promote Microsoft Exchange solution as the Application Service Provider. I hired and trained 5 account managers to develop new customers in each territory which resulted in 5,000 users joining our ASP service within first 3 months of the rollout. Through this experience, I gained firsthand knowledge working with Microsoft and Telco/ Data Center. More importantly, I was able to live through the emerging Cloud business model where business customers began using software as a service.

I am certain that my firsthand knowledge and experience in partner development and Microsoft technologies will help build Cloud business for Microsoft. I look forward to discussing how my qualifications can best be utilized at Microsoft as the Business Development Manager–Partnership, Azure. Please feel free to call me at 555-555-5555 or email at emailme@gmail.com.

Thank you for your time and consideration.

Respectfully,

Name

GOAL Ireland  
12 Cumberland Street  
Dun Laoghaire  
Co. Dublin

Date

To Whom It May Concern:

With a decade of experience in international development and a driving passion for designing, implementing and evaluating innovative and transformative programs, coupled with formal advanced education in the field, I am very interested in the Programme Coordinator position at GOAL in Disaster Risk Reduction and Food Security, Malawi.

My previous experience in managing projects for large bilateral/multilateral donors include having designed and managed large, multi-year projects for EC, USAID, OFDA, PRM, and World Bank. I have designed and managed community-based disaster preparedness projects funded by USAID-OFDA totaling \$2,000,000 over three years and I have managed emergency response projects which included food for work and food distribution as well as diet diversification. Partnering with Ministries of Agriculture and Women's Affairs for projects in Afghanistan included significant capacity building. I see all of these experiences translating seamlessly into the Programme Coordinator role where I would be instrumental in strengthening local governments and managing large scale projects.

In addition to my vast work experience in this field, I hold an MS in International Agricultural Development, an MBA in General Management & Marketing and a BA in Social Work. I am drawn to work in remote locations and have always sought out opportunities where my knowledge and experience has had the greatest impact.

I am certain that my past experience, education and passion for international program development are in direct alignment with what you are seeking in a candidate. I look forward to discussing how my qualifications can best be utilized at GOAL. Please feel free to contact me by telephone +555 555 5555 555555 or by email [emailme@gmail.com](mailto:emailme@gmail.com).

Thank you for your time and consideration.

Respectfully,

Name

YouTube  
901 Cherry Ave  
San Bruno, CA 94066

Date

To Whom It May Concern,

With over a decade in the Entertainment and Software industries and in an MBA program focused on finance and strategic management, I am very interested in the Strategic Partner Development Manager position within YouTube.

Currently I am an Account Manager at PIX System, a rapidly growing start-up providing a SaaS solution for secure content delivery, asset management and digital dailies to the entertainment industry. In this role, my primary responsibilities include developing and managing client engagements, strategic account planning, negotiating and closing deals, and consulting on implementation of PIX products. This involves frequent travel representing the company while on location at major studios, often in sensitive, high-pressure environments. My experience at a small technology company fighting for market share has underscored the critical importance of building and maintaining strong relationships, experience I see translating seamlessly to a position in a Partner Development role at You Tube.

Prior to PIX System, I worked for eight years in the entertainment industry, including two and a half years in the Feature Production department at Dreamworks, three seasons on the hit Comedy Central show South Park and over two years at a boutique talent management company. This unique background combining account development in the software industry with production and creative development in the entertainment industry affords me a deep and nuanced understanding of both the mechanics and economics of creating and distributing content, as well as the technological platforms employed to do so. I am extremely comfortable interacting with senior level producers of content as well as immersing myself in a highly dynamic product team comprised of developers and product managers.

At present, I am in my final year of the Working Professional MBA program at UC Davis, Graduate School of Management. My emphases are Finance and Strategic Management, and in particular how they relate to the issues technology has brought to bare on media industries. Given my background in entertainment, software and account development, my MBA coursework in finance and strategy, and my passion for technology's evolution, I am an ideal candidate for the Strategic Partner Development Manager at YouTube and would make an immediate contribution.

Thank you for your time and consideration.

Best Regards,

Name