April 18PthP, 2017

Mrs. XXX

Company XYZ s.r.o.

Adress

Zip Code and City

Dear Mrs. XXX,

I learned about your need for XYZ that you are staffing and hereby I would like to introduce myself and to position myself to be potentially considered for this position.

I am an open minded enthusiastic leader with 15 years of experience in XYZ. I have managed different teams and businesses within my career. Reading your advert on profesia and after getting familiar with your web page I find the purpose of your company as very interesting. From the description of the job that you are offering I strongly believe that I can offer you a very bright experience in leadership and management within international environment. I believe I can offer the core values and personal attributes of the person you are looking for. As I have recently moved to area of ZZZ I am currently considering alternative to my current job which is located in XXX. As you can see from my CV, I prefer long term working relationships and looking for an employer for next long term period. As a part of the management team in international company I am used to frequent travelling, but looking for a base near my freshly built house to spent more time with my family.

I strongly believe I can significantly contribute to the success of your company. I can bring to the team my leadership, the structured and consistent approach, my commitment, sense of urgency and deep operations management knowledge.

I believe I have the right set of skills, knowledge and leadership, supported by my long term experience in international environment in managing the operations, partners and people. It would be also a great opportunity for me to extend my experience and knowledge in a different business environment.

Please find attached my CV for your consideration.

If you would find my profile suitable, it would be great to have a discussion to understand if this position could be a good fit for both, your company and me.

Best regards,

XYZ