

Your Name  
Your Address  
City, State Zip  
Phone Contact  
[Emailaddress@provider.com](mailto:Emailaddress@provider.com)

Date

Name of Addressee, Title  
Company  
Street/Mailing Address  
City, State Zip

Dear Mr./Mrs./Ms.,

Recently, my co-worker, Amy Jones, gave me your name as she knows you from the Downtown Rotary Club where you both are members. She speaks very highly of you and your leadership abilities at Superior, Inc., and she felt you could help me as I launch my job search here in Minneapolis. Like so many textile companies, my position at XYZ was recently eliminated to the proposed merger with FGH of Canada and I am beginning my job search.

I excel in several areas of Finance, most recently as CFO at my firm for the past four years, reducing expenditures by 28% while profits have risen 10% annually due to tighter cost constraints we have adopted.

I am available to meet or talk with you at any time to discuss how my talents and skill sets will benefit another Minneapolis firm should you know of a possible opening for an experienced finance person with major company experience and a CPA as well.

Thank you for your consideration and I look forward to meeting with you.

Sincerely,