

ROBERT FAIRCHILD

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DIRECTOR OF PROFESSIONAL SERVICES

Scope Management ■ Strategic Planning ■ International Business Development

Date:

(Contact Name)

(Company Name)

(Company Address)

(City, State, ZIP)

Dear Mr. /Mrs. /Ms. (Last Name):

Technology solutions companies—including my organization—are feeling the bite of the recent economic downturn. Despite the financial ripple effect of decreased free client dollars, I have been able to create wealth for my company. Creative strategies, decisive if difficult choices, and long-range vision all conceived and utilized in the right way can create growth out of existing customers and profitability out of new ones. In fact, during 8 of the 10 previous quarters, my company has exceeded revenue targets, and in Q4 last year, I presented stockholders with a 31% increase in revenue over Q3.

My strengths are in visionary thinking and execution—and in coaching my teams to follow my leadership. I allow nothing but the strongest strategies to prevail, and as a consequence, achieve a team effort that exceeds industry expectations. By guiding program scopes, budgets, multidisciplinary teams including staff and contractors, and managers within my organization as well as the clients', my divisions achieve tactical and futuristic goals that provide bottom-line growth.

I am confident that I can bring these techniques, skills, and strategies to (a position) with (your company) and would like to set up a meeting with you to discuss the value my experience will deliver to your company. I can be reached in confidence at the above telephone numbers or e-mail address. I look forward to hearing from you.

With best regards,

Robert Fairchild

Enclosure: Résumé