Dear\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_:

As a Senior Operations Vice President with an extensive background in operations and sales support, I believe my background would be a great fit for the Director of Franchise Planning andOperations you are seeking and I can hit the ground running right away.

At the end of 2009, I left XYZ Franchise Group to start my own management consulting company specializing in dispute resolution. Although the organization is successful, I found that I missed the collaborative team environment within a company.

By anticipating key market trends and successfully capitalizing on them for years your tire company has been “ahead of the curve." I can improve upon that and help you with your current expansion plans through negotiating the best deals with new franchisees-I speak their language.

I am all about the “nuts and bolts”; improving processes to make things happen on time and on budget. As head of the “grand opening experience” at XYZ Franchise group, I cut store opening time by 50%. I have overhauled legal departments and run international locations. Having spent over fifteen years coaching staff, building relationships and negotiating contracts with vendors, I have done and seen it all.

I am willing to travel, open to relocation and I would be happy to discuss my salary

requirements with you. My resume is attached for your review. I will be contacting you within one week to arrange a meeting. Thank you for your consideration.

Sincerely,

Bob Smith

212-222-3333