

# Power Phrases

Consider using adaptations of these key phrases in your "cold" letters to potential employers.

*My twenty-two-year operations management career with a multi-billion-dollar \_\_\_\_\_ company has been at increasing degrees of responsibility. While I have spent the last five years in top management, I am especially proud of my record — I started as a driver many years ago, and like cream, have risen to the top. I have consistently accomplished all goals assigned to me, particularly overall cost reductions, improved productivity, and customer service. Some of my achievements are:*

*Your recent acquisition of the \_\_\_\_\_ chain would indicate an intent to pursue southeastern market opportunities more vigorously than you have in the past several years. I believe that my retail management background would complement your long-range strategy for \_\_\_\_\_ very effectively.*

*With the scarcity of qualified technical personnel that exists today, it is my thought that you would be interested in my qualifications as set forth in the attached resume.*

*In approximately three months, I am moving to \_\_\_\_\_ with my family, and am bringing with me fifteen solid years of banking experience — the last eight in branch operations management. I would like particularly to utilize this experience with your firm.*

*I have noticed that you conduct laser exposure testing at your facility. If there is a need for laser technicians in this endeavor, I would like to be considered for a position.*

*As you can see from my resume, I am a psychology major and was president of our debating society in my senior year. I feel both would indicate a talent for sales. I did some selling in my summer job in 19— (ABC Books), and found not only that I was successful, but that I thoroughly enjoyed it.*

*The position you described sounds challenging and interesting. After receiving your comments about the job requirements, I am convinced that I can make an immediate contribution toward the growth of \_\_\_\_\_ and would certainly hope that we may explore things further at your convenience.*

*The opportunity to put to use my medical knowledge as well as my English degree would bring me great pleasure, and it would please me to know that I was bringing quality to your company.*

*I feel that the combination of \_\_\_\_\_'s educational environment and my desire to learn as much as possible about the data processing field could only bring about positive results.*

*If you think after talking to me and reading my resume that there might be an interest with your client company, I would be very interested. I have been put in many situations where I had to learn quickly, and have always enjoyed the challenge.*

*My accomplishments include:*

*As my resume indicates, I have demonstrated commitment to clients and to my employer's goals. That track record is consistent in my career endeavors as well as in my life as a whole. I dedicate myself to whatever task is at hand, marshal my resources and stay with the project until it is completed—to my satisfaction. Since my goals and demands are even more stringent than my employers' expectations, I consistently exceed quotas and objectives.*

*You will notice one common thread throughout my career — I am an administrator and a problem solver.*

*Currently I would like to consider opportunities in the \$65-\$85K range.*

*My confidential resume is enclosed for your review and consideration.*

*My current salary requirement would range mid-to-high \$20Ks, with specifics flexible, negotiable, and dependent upon such factors as benefit structure, responsibility, and advancement opportunity.*

*Having spent several years as a \_\_\_\_\_, I realize the number of resumes you receive on a daily basis. However, I remember how valuable a few always turned out to be.*

*My research indicates that the company's expertise is in this area.*

*I would like the opportunity to discuss with you how we could mutually benefit one another. You may leave a message on my answering machine at my home and I will return the call. I look forward to hearing from you very soon.*

*I'm a clear communicator equally at ease with senior management, governmental officials and control agencies, vendors and contractors, construction/labor force. I'm a hard-driving manager who is project driven and is accustomed to inspiring the best job performance possible from associates and employees. I'm also creative enough to be in compliance with agency requirements without sacrificing profit or deadlines.*

*This job does seem to be the right challenge for me; I know that with my strong COBOL skills and manufacturing background experience I will be an asset to your company.*

*Hoping to meet you in person, I thank you for your time.*

*I will be calling you on Friday, August —, 19— to be sure you received my resume and to answer any questions you might have.*

*I have enclosed a resume which will highlight and support my objectives. I would appreciate the opportunity to meet and exchange ideas. I will call you over the next several days to make an appointment. If you prefer, you may reach me in the evening or leave a message at (516) 555-1212.*