

June 28, 2014
Susanne Deschamps
Executive Recruiter
XYZ Company
123 Any Road
Calgary, AB, T0T 0T0

Re: Chief Technology Officer / Posting # 000123

Dear Ms. Deschamps:

As an experienced senior executive in technology, I have implemented IT strategy for thriving international businesses. I have recently returned to Canada after an overseas tenure and am aware of your clients' need for global leadership; I am enclosing documentation that summarizes my qualifications.

With over 15 years of experience, I offer much more than technological expertise. Having held a senior executive role in a billion-dollar corporation, I have been an instrumental contributor to all facets of corporate strategy. By applying a combination of technical and business acumen, I create a competitive advantage for the company.

Based on my research about your firm's demographics, I possess and exceed the attributes your clients seek:

- Promoted to consecutive senior executive roles with increasing responsibility and focus on IT Infrastructure and Disaster Recovery for a top ranked financial institution in North America with \$5.8 trillion in assets.
- Championed major IT projects supporting operations in 23 countries across Europe, Asia, Africa, as well as North and South America.
- Supported an aggressive expansion plan executing and managing the IT component, relocating 10 Canadian office locations to larger venues.
- Implemented systems and facilitated vendor selection providing local offices for a Canadian based provider in countries across the Middle East.

I am fluently bilingual in both Canadian official languages, English and French. I offer tremendous value to your Canadian-based clients wishing to expand globally or international clients seeking to solidify IT in Canadian operations. In addition to my extensive leadership experience, I possess multiple credentials in Information Technology and am a certified Project Management Professional.

It is my intent to contact you within the week to arrange for an appointment to discuss the value that I offer to you and one of your clients. In the event that you would like more information, I would be glad to forward a complete executive portfolio in preparation for our meeting.

Sincerely,

Beth Armstrong, ITIL, PMP

Enclosure: Résumé

Beth Armstrong | Global IT Solutions for a Canadian Market Place