



Monica Therrien, P. ENG.

Senior Executive - International Real Estate Development & Asset Management

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David Macdonnell
Human Resources Manager
ABC Company
123 Any Street
Whistler, BC V1V 1V1

Dear Mr. Macdonnell:

Regardless of recent turmoil in real estate markets across North America, Canadian banks have kept a tight rein on economics by tightening regulations on new developments and property investments. As the next wave of emerging trends present themselves, it is crucial to employ the most effective leadership to seize lucrative growth opportunities. What better time for ABC Company to engage a talented real estate development and asset management executive, a veteran in the Canadian market?

Our meeting was both informative and stimulating, shedding tremendous light about your organizational needs for the role of Senior Vice President of Asset Management. Thank you for taking the time to be so explicit. Allow me to reinforce the points from our discussion with the following achievements from my past:

- Sourced land for one of the largest shopping malls in Alberta and opened on time with over 80% occupancy. In less than one year, the occupancy rate hit 100%, initiating a ten-year expansion plan.
- Reduced financial burden on project management teams by creating innovative cash flow strategies. This saved costs and provided project managers more time to meet deadlines.
- Currently managing a \$5.2B venture projected for completion in 2016 with 780,000 m² of mixed-use development. Includes 300,000 m² sports facility, 33,500 parking spaces, two high-end residential buildings, and 850 units for sale.

I have served Canadian organizations at home and abroad in massive global projects, I bring exceptional communication skills in English and French, and have worked collaboratively in remote areas of Northern Canada. I am a natural team leader who takes full advantage of business opportunities with an extensive network of Canadian contacts. I overcome cultural gaps, lead complex projects, and collaborate with local experts to exceed objectives.

I like the fact that your organization promotes ethical behaviour and corporate sustainability. I believe my value is all about positioning business to fulfill its objectives with integrity and I am looking forward to doing that with ABC Company in the coming years. Thank you for your serious consideration of my credentials. I welcome the next step in this recruitment process.

Sincerely,

Monica Therrien, P. Eng.

Delivering High-end Development Projects ON TIME. EVERY TIME.