

How To Write Successful Business Letters In Fifteen Days

MATTHEW SNIDER

January 22, 2002

Hiring Agent Name, Title
Company Name
Address
City, State Zip

Dear Hiring Manager:

I am writing in response to the position of A&R Director, advertised as being open with your company at this time. I am a talented, award-winning, and innovative professional with extensive skills in the areas of A&R, record and video production, and film production. I am adept at all aspects of talent acquisition and management, as well as marketing, advertising, and promotions, and I can readily conceptualize new and exciting ideas as needed. Now I am interested in bringing my talents and experience to work for your company.

For the past fifteen years I have been involved in the music, recording, and film industries in senior management roles. I have received numerous awards for my work in these fields, and have been recognized for outstanding achievements by every company for which I have worked.

My current position of Senior A&R Director at Tommy Boy Music encompasses all aspects of the business, from talent scouting and acquisition to creative development, to record and video production, marketing, and promotions. I am adept at working with new and established artists. In addition, I am able to manage teams, projects, and departments. Through my company CS Films I have co-produced and co-directed two feature-length films, one released in 1999 that received numerous film festival awards, and the second due for release in 2002.

The accompanying résumé can serve to provide you with greater details of my accomplishments and what I have to offer.

I will call your office in a few days to inquire about the possibility of a meeting.

Thank you for your time and consideration.

Sincerely yours,

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Letters in Just 15 Days. 10 March However, your day warning is technically more of a courtesy and less of a . with the company, before ending with best wishes for future success. you to pack up your belongings and vacate your space in 15 minutes.

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