

SAMPLE T-LETTER RESPONSE TO AN AD

September 21, 2009

Company XYZ
123 Sample Road
New York, NY 10013-1578

Dear Company XYZ recruiter:

I was pleased to see your advertisement for Vice President in The Wall Street Journal on September 17th because it appears to be a very close match with my skills and experience. For your convenience, I have included a point-by-point comparison of your stated requirements with my qualifications.

Your Requirements

My Qualifications

Dynamic professional, management experience.

Former Regional Vice President of a \$200 million company. Member of the Operations Committee.

Proven record.

Built sales from \$15 million to \$100 million in three years through internal growth and acquisition. Profits were tops in company.

Experience financial administration.

Total P&L responsibility for Eastern Division.

Sales management.

Former VP Marketing for \$100 million corporation.

Product development.

Successfully developed and introduced new food product for consumer market.

MBA

MBA, Harvard Business School.

There are other areas of accomplishment in my background that should be of interest to you. I look forward to a personal meeting at which I might discuss them with you. If I do not hear from you within the next week, I will call you to follow up.

Sincerely,

John M. Thomas
Enclosure (resume)