

Full Name

111 Street Ave * Los Angeles, CA 90024 * myemail@fake.com * 555-444-4444

Contact Name

Company Address

RE: position title

Dear Contact Name,

I am in applying for the position title at your company. I am excited about this position because . . .
(also cite any contacts you may have at the company)

I am a seasoned executive and business development expert in the industrial and automotive spare parts industry with over 21 years of experience as the Business Area Manager of Car Company Europe, Parts Center for EMEA Countries and as the Head of U.S. Department of Forklift Parts in Germany. I am very proud of the record of success I built in my past positions in helping both Car Company Europe and TVH Forklift Parts to expand their business and grow internationally despite intense competition from aftermarket parts competitors. I led both of these companies by improving their operations, helping them to outmaneuver competitors, and identifying and seizing profitable international expansion opportunities.

My major accomplishments as the Business Area Manager of Car Company Europe include:

- Creating a used part reconditioning program that saved \$6M per year
- Hiring, training and leading Central Customer Care (CCC) and parts specialists in 8 languages in headquarters in Germany, replacing EU countries monolingual customer services, saving \$1.1M per year
- Establishing parts exchange and core return and credit program for EMEA distributors, saving \$6M
- Established warning system for all suppliers price changes, saving \$4M per year

I am equally proud of my work at Forklift Parts, where my accomplishments include:

- Launching products (one-stop shop for all forklifts and its parts) for the first time in the U.S. through Parts Company in Kansas, growing to \$4M in the first year and growing business to \$894M over seven years
- Winning contracts with majors U.S. forklift manufacturers (Yale, Toyota and Nissan) to offer fast moving/maintenance parts to their dealers across North America

I hope to make a similarly strong contribution at your company.

Please call me at 555-444-4444 or email me at myemail@fake.com so we can discuss how my skills and experience can benefit you.

Thanks,

Full Name