

# RICHARD A. LEVINSON

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[Date]

[Name]  
[Title]  
[Company Name]  
[Address]  
[City, State, Zip]

Dear [name],

With a consistent track record of success in achieving a broad range of goals throughout my career, I believe I offer the leadership and skill that would benefit [company name]. I have enclosed my résumé in consideration for management positions within your organization. A summary of the value I can bring to your management team includes:

- **Over 12 years of experience in leadership roles within complex operations, supervising diverse teams and managing challenging programs/assignments within U.S. and international locations.**
- **Advanced individual and team development skills, including training, re-training, mentoring, and evaluating performance. I use a hands-on, supportive approach that leads to improved performance.**
- **High level of adaptability and flexibility gained through working in highly charged, mission-critical programs, including humanitarian relief efforts and wartime operations.**

In particular, the strong relationships I build with team members, upper management, partner organizations, and the community often results in win-win situations and a foundation for future success. I am certain that my team-focused, positive attitude and emphasis on quantifiable results would be a welcome addition to your organization.

My résumé will provide additional details concerning my qualifications and accomplishments, and I would welcome the opportunity for an interview to discuss your organization's top-priority needs and the performance you can expect from me.

Thank you for your time and consideration. I look forward to hearing from you soon.

Sincerely,

Richard A. Levinson

Enclosure