

# DAVID H. ANDERS

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(Date)

(Name of Hiring Manager, Title)  
(Name of Company)  
(Address)  
(City, State Zip)

Dear (Mr. or Ms.)(Last Name):

If your organization is currently in need of a management professional with a record of achieving top performance, leading highly skilled teams, and producing quantifiable results, I feel it would be beneficial for us to meet. Therefore, I would like to present my resume and qualifications for your review.

Throughout my career in operations leadership positions, I have been at the forefront of high-profile programs and initiatives, leading teams of 100-450+ and managing multimillion-dollar budgets/assets within challenging and complex environments. Balancing between immediate and long-term objectives, I have built a successful record of results that includes 7-figure cost savings, an increase in quality and safety performance, and team improvement through high-quality training programs.

Highlights from my experience and credentials include:

- **\$3.5 million in savings within my current position as Director of Operations for a 476-member team, primarily by implementing and championing Six Sigma and Lean methodologies.**
- **Development and implementation of multiple staff development/training programs over a 10-year period that has yielded significant improvements in team member knowledge, capabilities, and performance.**
- **B.S. degree, Six Sigma Green Belt certification, and Secret Security Clearance from the U.S. government.**

My résumé will provide additional details regarding my background and qualifications. I would welcome the opportunity for a personal interview so that we could discuss your organization's top-priority needs and the performance you can expect from me in addressing those needs.

Thank you for your time and consideration, and please do not hesitate to contact me if you have any questions.

Sincerely,

David H. Anders

Enclosure