**LAKRISHA DAVIS, MBA**

Chicago, IL | (630) 401-6196| lakrishadavis@gmail.com | www.linkedin.com/in/lakrishadavis

Today’s Date

Hiring Manager

Company Name

City, State

**RE:** **Position Title\***

Dear **Hiring Manager\***,

With eagerness, I am applying for the position of **Position Title\*** that I learned about through **Referral/Source\***. As an accomplished Manager with a unique background and finely honed abilities in operations, project management, team leadership, and service excellence, I am confident that I have the knowledge and talents to enable me to contribute toward the success of your company.

My expertise lies in successfully aligning the organization’s overall goals with strategies that increase operational effectiveness, brand awareness and customer service levels, as well as foster high-performing cultures in which employees feel motivated individually to succeed. For more than 15 years, I have excelled in challenging management positions, while demonstrating a keen ability to exceed business goals and evolve practices to measurably improve performance. At this stage in my career, I am eager to locate a new position where I can continue to offer my leadership skills and provide a positive impact. I understand that the **Position Title\*** will **Insert Key Responsibility\***. Regarding the position’s requirements, I have:

* Key Requirement #1
* Key Requirement #2
* Key Requirement #3
* Key Requirement #4

I would greatly appreciate the opportunity to discuss this position further. You may contact me via the information provided at your earliest convenience. I look forward to hearing from you and appreciate your consideration in advance.

Best regards,

Lakrisha Davis, MBA

Enclosure: Resume