

**POTENTIAL FIT LETTER**

Date

Address

Dear \_\_\_\_\_:

Attached please find my resume in response to your subject posting.

Over a seven-year period, I grew sales by over \$400 million, profits by 114%, unit volume by 113%, and market share by 100%. In a single year, I added \$106 million to the bottom line.

My background is an excellent fit this opportunity. Please consider the following:

Requirements	Qualifications

I would like to speak with you in person about this position. Also, I am a member of networking groups, including Westport Group, New Canaan CaTS, and Schegg Group, and I would be happy to serve as a resource in this or any of your search efforts.

Please feel free to contact me by phone or e-mail.

Sincerely,

Name  
Address  
Phone  
E-mail