

Dr Samantha Field
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SG7 8PP

28 June 200X

Name
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Ref: XXXXXXXX

Dear xxxxxxxxx,

I am very interested in the advertised position of XXXXXXXX and enclose my Curriculum Vitae for your consideration.

I possess a breadth of international commercial experience within highly customer focused, business development roles. I am familiar with many overseas markets including India, the Far East and South America. With the ability to plan and implement new areas of business activity, often in high-risk markets, I am capable of resolving complex issues quickly and effectively. Experienced in the building of highly effective working relationships with key partners, clients and stakeholders in a professional manner across a broad range of cultures.

Diplomatic and good-humoured, I maintain a positive and supportive attitude with the ability to achieve desired results, working calmly under pressure to meet deadlines. I am capable of reliably managing and executing projects, training staff and completing many other ad-hoc duties.

Key achievements include:

- Created and implemented a QA system, subsequently rolled-out on a global level.
- Developed the English Language School from two to 16 classes within two years, generating 30% of the overall company turnover.
- Identified and developed new overseas markets, ensuring profitability and sustainable growth.
- Identified and overcame cultural working differences during negotiations and successfully forged joint working links in China, securing a key revenue stream from the region.
- Marketed and launched a highly successful new product within the language schools, resulting in profits of 20% within the first year.
- Turned around a poorly performing department to a high level of excellence through restructuring the operation and establishing a redefined departmental skill base.

I am highly attracted to working with an organisation with global recognition and a strong brand awareness. I am confident my enthusiasm, experience and abilities would provide a positive influence within a forward thinking organisation such as yours. I would welcome the opportunity to discuss my interest further, should you require any further information please do not hesitate to contact me.

Yours sincerely

Dr Samantha Field
Enc CV