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11 September 200X

Name
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Ref: XXXXXXXX

Dear xxxxxxxx,

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

I have been working for CPM Ltd for the last four years, a company that provides consulting services and software solutions for financial institutions. I joined initially in a support role to the sales and marketing functions and attained the level of International Sales Principal for France.

I possess extensive knowledge of the French retail banking industry and a breadth of international commercial experience. I am multilingual, fluent in English, Italian and French with intermediate skills in German.

A lateral and creative thinker, I am able to apply my skills to identify new market opportunities and develop and implement strategies to grow existing market share. Highly experienced in analysing activities, developing business cases and proposals, I am capable of building of relationships and negotiating with key clients and contacts in a professional manner.

My communication and interpersonal skills are of a very high quality. I am energetic, highly motivated and good-humoured, maintaining a positive and supportive attitude with the ability to achieve desired results, working calmly under pressure to meet deadlines. I am capable of managing and executing projects, as a strong multi-tasker I relish demanding assignments and display total flexibility and the willingness to learn new skills.

Key achievements include:

- Developed substantial industry connections and relationships within new markets.
- Introduced the company to a broader view of the EMEA business culture to allow the development of a more dynamic, flexible and targeted approach to international markets.
- Achieved for the organisation, a position upon a shortlist of five companies, hand-picked by the French Banking Association to present services and products to industry representatives in July 2007.
- Secured the company's first French client, Jacques IMI, with the sale of a cash-forecasting tool following a successful consulting engagement worth over €400K. The bank is now one of the firm's biggest clients in the EMEA region and further negotiations have led to additional business with an estimated value of €1million.

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

Zoé Munroe
Enc CV