June 7, 2011

Morgan Borthwick

24155 Juaneno Drive,

Mission Viejo, CA 92691

(949) 514 4094

Dear Hiring Manager,

It is with great interest that I am applying for the position of Chief Operations Officer. I strongly believe that my five years of entrepreneurial experience would be a great asset to your company.

As my enclosed resume indicates, I possess many strong qualities of which would be of great benefit to your company. I exhibit a strong work ethic, along with admirable leadership skills and an aptitude for speaking. I can offer your company:

* 4 years’ entrepreneurial experience of creating my own business and successfully marketing my own brand, grossing over $2500.00
* 2 years of working as a Swimming Pool Lifeguard and Recreational Leader for the Mission Viejo Swim and Racquet Club
* Excellent communication skills and experience of speaking in front of groups of 300 people

Having lived in different parts of the country, I have learned to work with people from various backgrounds. My organizational skills and reliability would definitely be an eminence to your program. I am an excellent motivator and enthusiastic to contribute my experiences and leadership qualities to your company. I desire to learn and further establish my entrepreneurial spirit through teambuilding and developing a successful virtual company.

Thank you for your consideration. I look forward to hearing from you soon.

Sincerely,

Morgan Borthwick