

# Example Correspondence - Direct Approach (Job Search)

Anywhere  
Any County  
Postcode  
Date

Mr N Smith  
Managing Director  
XYZ Construction Equipment Limited  
DEF Road  
Other Town OT2 3QA

Dear Mr Smith,

As someone who is a leading player in the Construction Equipment industry and part of a worldwide organisation with a global reputation for quality and safety, I am writing to you personally to see if you might have any suitable opportunities or openings in the XYZ Group.

Most recently I have been working for NDF Equipment, running one of their four business units as the General Manager and participating fully as a member of the Ireland and UK Executive team. My CV is attached and I would like to draw your attention to the following key strengths:

- **Developing and implementing strategies** to profitably grow business units through better meeting customer needs. In the last three years created a £/€ 20M business, the General Construction (GC) Division, which focused on the small plant sector
- **Leading the improvement of multi-site operations** through the creation of highly engaged individuals in high performance teams. For example, the GC Division had the highest engagement score in the organisation in 2014-15
- **Effective P&L management.** As demand in the small plant sector reduced in 2013 initiated a number of cost savings to ensure the business was viable going forwards
- **Communicating with stakeholders** to ensure alignment to strategies and confidence in the tactics. Regularly presented plans and proposals to International Board

I would welcome the opportunity to meet you so that I can present further details about myself and learn more about XYZ Construction Equipment Limited. I will contact you in a few days time to see when this would be convenient.

Finally, please find an invitation outlining a Construction Equipment Association conference that is being held on xx date that has a varied list of speakers. The conference will discuss how best to tackle the legacy of the downturn and make the most of current renewed levels of activity in our industry. You may already be aware of this but if not I hope you find this of interest.

Yours sincerely,

J R Hartley

*These example letters are intended for use as a guide to content, expression and layout. It is vital that your own letter/email reflects YOU and contains YOUR words, YOUR selling points and targets the job or work YOU are after. Analyse the strengths and merits of each example, to help you develop your own strong style.*