

ENERGY
EXPERTISE
ETHICS

Mike Tang, MBA

123 Any Avenue ■ Edmonton, Alberta ■ T2T 2T2 ■ 403.555.1234
mtang@careerprocanada.ca ■ <http://www.linkedin.com/in/infomtang>

July 15, 2023

Ms. Jane Smith
ABC Recruitment
123 Main Street
Edmonton, Alberta T1T 1T1

Position Number: CEO-123-45

Dear Ms. Smith:

Thank you for introducing me to your firm and the exciting new opportunity for a talented Chief Executive Officer at ABC Energy, which you indicated would be an ideal match for me.

I was very pleased to learn about this role, and as promised, I am following up with a copy of my résumé and executive biography. I trust this will highlight how my talents as a leader within the Oil and Gas Sector dovetail perfectly with the competencies you are seeking for the role of Chief Executive Officer.

Here is a snapshot of my experience and how it relates directly to the opportunity with ABC Energy:

ENERGY - With a forward-thinking philosophy, I have delivered operational and financial excellence in the energy, oil, and gas sector. In the last ten years, I have brought a fledgling organization to year-over-year increases, making them one of the largest and most profitable drillers in Canada.

EXPERTISE - I recognize that a top-performing team is key to attaining organizational goals. By leveraging the best in our industry and delegating tactical responsibilities to the right personnel, I have successfully executed leading-edge strategies even in the face of adversity within the industry.

ETHICS - A great part of my success is based on the fact that I am a natural relationship builder who models ethics, integrity, and transparency. Having provided leadership to geographically dispersed divisions, I have built teams that have driven bottom-line objectives.

Equipped with a Master of Business Administration and a proven track record in the energy, oil, and gas sector, I believe I have all the attributes you require to bring me forward to your client, ABC Energy. Although the job posting you forwarded requested salary information, at this time my primary goal is to learn more about the position and ensure that this role is a suitable match for my talents. Therefore, I would be very pleased to discuss my remuneration when the appropriate opportunity arises.

I look forward to the next step in this process. In the meantime, thank you for your interest and serious consideration.

Best regards,

Mike Tang, MBA
Enclosures: Résumé and Biography

"Bottom-line results through energy, ethics, and expertise"