

## **William Harris**

Product Manager | w.harris@youreemail.com | (123) 456-7890 | 22 Main Street, Topeka, KS 09876

March 1, 2021

Brad Smith  
Hiring Manager  
JDM Services  
(987) 654-3210  
b.smith@jdmservices.com

Dear Mr. Smith,

Leading cross-functional teams to execute product development resulting in a yearly revenue increase of \$1.2 million through increased engagement is one of my greatest achievements as a product manager. I am eager to bring that same level of success to JDM Services.

With eight years of experience, I am drawn to JDM Services' high standards, commitment to lifelong learning, and reputation for autonomy for employees.

Some of my principal accomplishments include:

- Efficiently gathering information from various teams, analyzing the data, and succinctly summarizing the findings to be shared with stakeholders and management
- Coordinated project strategy and execution of products from concept to launch, including a top-selling product that generated over \$9 million since 2018
- Recruited and developed a high performing team of 11 market consultants to fill product gaps and promote the product

I'd like to set up an interview to discuss how my experience and competencies are a good fit for your team. Please contact me at your convenience.

Best Regards,

William Harris

P.S. I'd love to tell you about how I accelerated the average processing times of transactions from 12 hours to less than 2 minutes.