

# Joanne Li

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456 My Street, San Diego, CA 76543

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Christine Matthews  
West Coast Solar  
123 Your Street,  
Houston, TX 12345  
(123) 456-7890  
example@youremail.com

[month, day, year]

Dear Ms. Matthews,

With over 10 years of experience within the energy industry, I've managed various multi-million-dollar initiatives to bring green energy solutions to the market for Clean Power Corp. I believe my ability to create strategic partnerships with enterprise customers and C-level executives would create immense value for your company as the new senior vice president of energy.

As an executive within the energy space, I identify with West Coast Solar's mission statement of driving the expansion of renewable energy to combat climate change. I am confident my extensive background in providing green energy solutions would aid in this mission based on my career accomplishments:

- Led strategic initiatives to reduce carbon emissions in energy portfolios for enterprise clients valued at up to \$300 million by delivering wind, solar, and nuclear energy solutions
- Structured energy transactions valued at up to \$120 million and coordinated with the CEO and executive team to identify risk factors and negotiate purchases
- Reduced carbon footprint for enterprise customers by 5% to 15%

I look forward to telling you more about how my background in renewable energy can help drive the adoption of green energy solutions across your customer base. You can contact me for an interview at your convenience. Thank you for your consideration.

Sincerely,

Joanne Li