



ELDRIDGE J. AKINS

Strategic Marketing & Operations Manager

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To

Hiring Manager Name

Company Name

Date

4/6/2022

DEAR **MR./MS. HIRING MANAGER NAME,**

Prosperity in the business world requires an ultra-passionate mindset, determination, customer-oriented focus, and exceptional interpersonal skills. Today, armed with outstanding motivation to continue growing, and experience in managing the deployment of innovative programs, optimizing operational processes, and drastically increasing profitability, I'm more than ready to join **XXXX** as your next **XXXX**.

I've been continuously fine-tuning my skills and expanding my horizons through diverse and interesting positions, including program coordination, brand development, event management, and marketing. Throughout my career, I have successfully executed large-scale programs and events, coached and mentored team members, and implemented innovative operational processes and customer engagement strategies to enhance performance and service delivery.

Through ingenuity, strong program management skills, and entrepreneurial thinking, I have been able to maximize outcomes at every stage of my career. I have a strong background in collaborating with senior management, forming strategic short and long-term plans and projects, and serving as the primary point of contact for team members and clients.

My secret is passion – a determination for excellence and consistent ability to innovate. The combination of an “embrace the change” approach, a commitment to identifying and integrating cutting-edge technologies, and my ability to lead and inspire high-performing teams ensures everything we do is the absolute highest quality.

I am confident my keen business insight and program management skills will be an invaluable resource to you. I'm extraordinarily resourceful and passionate about bringing solutions to every problem. I'm excited and looking forward to the opportunity of meeting you and discussing the **XXXX** position and my qualifications in more detail. I've included my resume and will be in touch next week to follow up.

Thank you for your time and consideration,

Eldridge J. Akins