

# JEFFREY M. RUSSELL

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February 18, 2023

Simon Hartford  
Director of Human Resources  
Pacific Enterprises Inc.  
56 Enfield Place  
Phoenix, Arizona 99841

Dear Mr. Hartford,

It is with great interest that I am forwarding my résumé for consideration as International Business Analyst within your organization. With a sound understanding of accounting and management techniques for major corporations, combined with outstanding cross-cultural communication skills, I will bring a unique blend of creative, strategic, and management talents of significant value to your organization.

Throughout my professional and academic careers, I have consistently driven myself to meet challenges and achieve goals. I thrive in challenging and results-oriented environments, and it is these qualities that attract me to a highly competitive and exciting career in international business.

As a highly motivated, results-driven individual, I have a strong desire to exceed expectations and deliver the extra effort necessary to achieve company goals. With my strong management skills in accounting, marketing, and international business, combined with a diverse technical background in computers and software applications, I am confident in my ability to make a strong positive contribution to your organization.

I would welcome the opportunity to discuss how my credentials and expertise can benefit your company and address the unique challenges of this position. I look forward to speaking with you soon to learn more about how I can contribute to your team. Please contact me at the information above to set up a time to speak further. I thank you for reviewing this letter and the accompanying material.

Sincerely,

Jeffrey Russell