

Cover Letter Format

Contact information 1

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Chief Executive Officer

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Salutation, greeting 2

Emma Johnson
HR Director
DropDesk Co-working
323 Business Ave.
Charlotte, NC 28213

September 1, 2025

Opening part 3

Dear Emma Johnson,

Re: Chief Executive Officer Position

I am writing to express my strong interest in the CEO position. With a proven track record of scaling businesses and driving substantial revenue growth, I bring a leadership style rooted in strategic vision, innovation, and a commitment to high-performance cultures.

Here's how I can add value to your organization:

Middle part 4

- **Strategic Leadership** – I led the global development and deployment of a Customer Success model and cross-sell strategy, generating a 33% revenue increase in the first year. My leadership fosters trust and engagement, empowering teams to exceed expectations and align with broader business goals.
- **Financial Acumen** – At Serrals, I managed the P&L for one-third of the global business. My decisions, anchored in financial discipline, drove over 40% top-line growth and a 185% increase in profitability over the past two years.
- **Innovation & Customer Experience** – I have consistently introduced innovative practices that enhanced the customer journey and internal agility. This customer-first focus significantly improved retention and reduced churn, strengthening long-term business performance.

Closing part 5

I would welcome the opportunity to discuss how my experience and leadership could contribute to your organization's continued success. Thank you for considering my application.

Signature part 6

Yours sincerely,
Brian Cropper

Guidelines For Cover Letter

Yijin Wang



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