
Janice Doyle, CQM

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<Date>

<First Name> <Last Name>

<Title>

<Company Name>

<Address>

<City, State Zip>

Dear <Courtesy> <Last Name>:

If your company would benefit from the addition of a globally focused senior technology executive with proven talent for identifying areas for improvement, then leading translation of requirements into high-ROI, business-enabling solutions that combine cutting-edge technologies, software engineering, process improvement, and management to...

- Drive down costs,
- Increase profits,
- Build new revenue streams,
- Mobilize business growth,
- Create new efficiencies,
- Strengthen corporate value,
- Improve performance, and
- Win higher market share

...I would be eager to speak with you.

As an accomplished technology-business executive with more than 18 years of documented value add in highly regulated, technically demanding global corporate environments heading both business and systems operations, I am certain you will find that my qualifications meet and exceed your expectations.

Simply put, I am a problem-solver who thrives on challenges and excels in developing and implementing IT solutions and strategies that build competitive advantage and add to the corporate bottom-line. Since almost the very beginning of my career, I have been a key contributor and valued advisor to Boards of Directors, investors, and top-tier executives on enterprise-level planning and decision-making. More specifically, I have been repeatedly sought out to lead high-level initiatives, including culture change, infrastructure design, process re-engineering, turnaround, reorganization, and acquisitional/organic growth.

You may also have an interest in some of my specific, recent achievements. As they are detailed in the enclosed résumé, I will not repeat them here. However, in brief, these include designing and implementing an integrated quality management system (ISO 9001) for a global organization, delivering SOX-compliant IT and corporate governance policies and processes to ensure a successful IPO, spearheading assimilation of multiple international acquisitions, relocating facilities and opening new offices, building state-of-the-art corporate technology infrastructure, and developing a global IT organization.

Even if on a purely exploratory basis, I would be very interested in meeting with you to learn more about your company and discuss how I might add value.

I will follow up with a phone call early next week. In the meantime, thank you for your consideration. I look forward to speaking with you and would be happy to answer any questions you may have.

Sincerely,

Janice Doyle

Enclosure