

KRIS R. BLACKBURN

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Dear Mr. O'Brien,

With 15+ years of operational leadership experience, I am excited to submit my materials for your vacant **Sr. General Manager** position. Throughout my career, my teams have accelerated company growth and enhanced processes under challenging circumstances.

Please consider the following highlights from my resume:

- **REVENUE GROWTH & COMPANY EXPANSION** – Drove 37% growth in annual revenue for a Fortune 500 retailer; spearheaded initial public offering (IPO) for emerging startup in the technology space.
- **PROCESS IMPROVEMENTS** – Strategic eye for corporate improvement with demonstrated success capturing \$45K in annual savings, implementing new operational processes, and working with executive leadership to overhaul business models.
- **COMMUNICATIONS** – Engaging and responsive communicator skilled in building positive relationships with employees at all levels – from the boardroom to the shop floor; continuously focused on improving communications processes across the organization.

Your mission excites me. While comfortable in my current position, your company seems to offer the exact characteristics that I am seeking to further my career. Together, let's continue the upward trajectory and dominate the competition.

I will place a follow-up call with your hiring department and hope to hear from you soon.

Sincerely,

Kris R. Blackburn
Enclosure: Resume