

① **Taro Resume**
Senior Accountant

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② *To*
Greenplus Crossroad Inc.
Taro Recruit, HR Manager
New York, USA
hanako.recruit@greenplus.com
24 November, 2020

③ Dear Mr. Taro Recruit,

I would like the opportunity to demonstrate my managerial skills and ability to handle revenue by utilizing my abundant business experience and communication skills cultivated in the service sector to contribute to the development of your Company.

④ Having more than 10 years of work experience within the Project Management and Marketing Industry. In my latest company, from the planning office I engaged in planning and management for a professional food business and worked with a subcontracted company. The main achievements that I had in my previous position, that are highly relevant to your specific case and prove their value to your team are;

- Improved the existing strategy to incorporate the latest technological changes to help the organization expand in 3 different sectors in Japan
- Created over 5 new social media campaigns which increased the engagement (shares and comments) of our clients with over 500%
- Enhanced problem-solving skills through personnel training
- English communication skills

In addition to this, my former work in a tech start-up for which I was managing independently the whole marketing department gave me the tremendous insights into your current targeting challenges for expanding in new industries.

⑤ I would appreciate it if you would give me the opportunity to meet with you in the near future. Please contact me at taro.resume@gmail.com or +81-090-xxxx-xxxx. I look forward to hearing from you soon.

⑥ Sincerely,
Taro Resume