

Power Phrases

Consider using adaptations of these key phrases in your “cold” letters to employment service professionals.

I am an optimist, thrive on challenges, lead by example, and readily adapt to situations. If your client — international or domestic — would benefit from these kinds of qualities we should get to know each other. If you will call or write at your convenience, I look forward to telling more about my background.

As a dedicated listener, I am usually designated for client/customer relations and produce notable results in client/customer retention—even under the least favorable conditions.

An industry association referred to _____ as an active and selective executive search firm, and mentioned your name because of your work in logistics. I liked that referral and think our meeting would be mutually beneficial.

I would like to talk with you personally to further discuss our meeting. I suggest next week, the week of October —, when you have a free minute. I have asked my staff to forward your message immediately in case I am unavailable when you call. I look forward to hearing from you.

Please include my name in your job search data base.

Including a mortgage loan benefit, I am currently earning \$4,500 per month plus a car allowance. This should provide you with an indication of my present job level. Your suggestions or comments would be appreciated.

For 25 years, my family operated one of the most prestigious landmark inn/restaurants on Long Island. From the age of 6, I was a part of the family workforce—I couldn't wait to "help." That attitude pervades my work ethic and I'm grateful for the training that helped me to develop an attitude of service, teamwork and pride in performance and product.

One of your clients is looking for me, if not today then sometime in the near future. I know good people are hard to find because I've had to find them myself.

I have the depth of experience it takes to make a positive contribution.

Income is in the mid-five figures, but the right opportunity is the motivating factor. References and resume are available. With my well-rounded professional background I look forward to a new and interesting career opportunity through your firm.

I'm a natural "enroller" because my enthusiasm is contagious and I personally project credibility—people are inclined to (1) cooperate and participate wholeheartedly on projects with which I'm involved, (2) favorably consider products I recommend, and (3) be open to my efforts on their behalf when they experience problems or dissatisfaction.

The following are some highlights of my track record for your consideration:

I understand your clients frequently ask you to locate senior operating executives with much higher than average ability to accomplish difficult jobs quickly and profitably.

It is my goal to play an integral part in the development, operation and success of a small to mid-sized company where the diversity of my experience and the level of my commitment can be used to their fullest advantage and I can have the satisfaction of seeing the results of my efforts...really impacting profitability!

Please call at your convenience this week so we can explore potential opportunities more fully. Use the home number, please; our company's uncertain financial status is stirring up the office rumor mill. Thank you for your time and attention.

I am a motivated and dedicated leader. Many of my staff have worked for me from 10 to 30 years. My enthusiasm for meeting goals and accomplishing objectives has been contagious and I know how to reward outstanding performance without disturbing a profit and loss balance. My employees and I thrive on a "family" environment with no loss of respect or production.

As a former business owner, I am well aware of the needs, concerns and challenges facing management. By the same token, I am accustomed to operating with the best interests of the total business in mind and at heart, as well. I operate expeditiously, constantly seeking the best use of time, effort, resources and money...for my staff and myself.

My experience as an entrepreneur as well as an employee of a powerful, demanding employer gives me the unique ability to empathize the needs of management as well as the aggressiveness necessary to represent management effectively.

I'm seeking an opportunity to join an employer that can benefit from my expertise and experience while offering me the opportunity for challenge, continued professional growth as well as commensurate compensation.

I'm a dedicated listener and an accomplished problem solver, always seeking to assist clients in accomplishing their mission. My clients experience and express a sense of trust and confidence in me and my recommendations because my sincerity and my efforts invested on their behalf are evident and consistent. They never have a doubt that I really care and will operate in their best interests.