

CAROLYN BROWN

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Ms. Susan Turner
ABC Company
212 Congress Road, Suite 423
Houston, TX 77706

Dear Ms. Turner:

As a **Senior Portfolio Manager** with 11 years of experience in the financial service industry, one of my primary goals has been to follow the advice of Henry Kissinger, "*The task of a leader is to get his people from where they are to where they have not been.*" As you will soon learn, one of my greatest strengths is mentoring and guiding my colleagues so they may reach great professional heights. I truly believe in mentoring my colleagues so they can be a catalyst in delivering impressive results.

I joined National Capital Corporation in 1995, advanced to Senior Portfolio Manager in 1999, and have been a valuable resource and critical link between clients, management, and interdepartmental team members. Currently, I spearhead a \$100 million portfolio comprised of 30 complex accounts and manage a staff of seven professionals. My 10-year career has afforded me an opportunity to gain a wealth of financial accounting knowledge.

In summary, I am a leader both by example and through effective management of individuals and provide critical financial leadership and guidance to my clients. It is essential that I develop a very close relationship with each client to know the intimate details of their financial status to help steer clients toward financial independence.

Ms. Turner, I have reached a point in my career where I am highly interested in moving up the management ladder and feel it is time to examine other career opportunities. I am most interested in a position that offers additional opportunities for advancement, a chance to continue to mentor and guide my colleagues, and the ability to use my rich mix of skills. I am an extremely strong manager who is vision-driven, intelligent, aggressive, intuitive, and extremely tenacious! I am considered "sharp as a tack" by those who know me, and I know that, as a manager I can add tremendous value to your organization.

If you believe my qualifications and experience would greatly contribute to your organizational goals, I would welcome the chance to discuss a career opportunity with you in the next few weeks. I have been aware of your company for several years and believe my background would be of value to your organization. I will take the liberty of contacting your office next week to see if we can arrange a meeting in the near future. I look forward to meeting with you soon.

Sincerely,

CAROLYN BROWN