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Ontario Workers' Health Collective
PO Box 1234, Station Q
Toronto, ON M4P 5Q6

Tuesday, November 08, 2005

Attention: Ms. Clara Delilah, Vice President, Human Resources
Re: Employment opportunity (Requisition #13513 – **Business Analyst**)

Dear Ms. Delilah:

I have over 28 years of experience in numerous different business capacities, ranging from junior management to Chief Executive Officer. My core strengths include analyzing and documenting business structures and processes, determining the optimal changes required to support an organization's short to long-term strategic objectives, presenting my findings to the highest levels of senior management, and then implementing these changes either directly or collaboratively through teams under my guidance.

The *Business Analyst* position with the Ontario Workers' Health Collective is precisely the kind of opportunity that I am seeking, and upon learning of it, I immediately realized that I would find it exciting, challenging, and a great opportunity to apply my substantial experience in business process reengineering. My extensive, hands-on experience, combined with solid grounding in all of the requisite disciplines, will enable me to immediately become productive and enable positive change within your organization. I would like to bring to the Collective the following key strengths:

- A demonstrated **track record** of successful business process analysis and change implementation.
- A **history** of successful strategic planning.
- The **skill** to forge harmonious, productive relationships and a very **high regard** for the value of all with whom I work on projects.
- The **ability** to communicate clearly, persuasively, and economically.
- The **drive** to excel in fast-paced, challenging circumstances.
- The **maturity** that only comes from a highly-successful career culminating in the executive suite.

Thank-you for reading my résumé. I am very keen to share with you my ideas about how I could use my expertise to solve the Ontario Workers' Health Collective's business process reengineering challenges. I will contact you in one week to arrange a telephone meeting; in the meantime, please don't hesitate to get in touch with me if I may provide any further information. I look forward to talking with you soon!

Sincerely,

Elias T. Samson, B.Sc. BM (Hons)
Enclosures 2 (Résumé, Professional Endorsements)
