

**HOW A CLUELESS IMMIGRANT – NO ENGLISH or TECHNICAL SKILLS –
BECAME MOTOROLA’S 3-TIME “PROJECT MANAGER OF THE YEAR.”**

**... AND HOW SHE’LL DRIVE SIMILAR RESULTS
FOR AMTOWER’S EMEA PROJECT**

Mr. Roger S. Varney
Chief Operating Officer
American Tower Corporation

Dear Mr. Varney:

Last week at the big show – CHICAGO TELCOM EXPO 2013 – I heard that AmTower plans to build 10,000 new cell stations during 2014~2016. Surely you’re aware that many industry analysts are saying this target is impossibly unrealistic. But my guess is that you’ve devised a workable plan that can be implemented if you find the people who have already mastered some “mission impossible” assignments – people like me, for example.

HERE’S WHERE I COME IN

I happen to excel at mega-projects that combine high finance, project management, business development, and impossible deadlines (I’ve never missed a deadline during my 8 years in high-level project management).

Currently, I manage up to 600 people – and budgets to \$100 million – as VP of Turnkey Sales and Engagements for Motorola’s STI business. I’ve worked on many projects alongside AmTower, so I’m already familiar with your company. And I’ve established strong business relationships – all levels, top to bottom – with top customers of ours who will probably play a make-or-break role for AmTower’s EMEA project, **for example: Randy Stephenson of AT&T Wireless, Dan Hesse of Sprint Nextel, and Marni Walden of Verizon.**

Our mutual acquaintances will probably tell you that I make a fast and immediate impact on any project by quickly assessing a challenge, devising a strategy, and taking actions that break through bottlenecks.

PERSONAL DRIVE, COMMITMENT, AND ACCOUNTABILITY

I was born with a personality that never quits: When I emigrated from Ukraine to USA in 1995, I could barely speak a word of English. But I quickly acquired basic language skills, graduated from DeVry with AA and MCSE, and started my IT career as a circuit tester for Motorola. In 2005, I transferred to technical services and won Project Manager of the Year for 3 straight years (2005~2007) – a first in Motorola history.

In June 2013, I earned an Executive MBA (Finance) from Northwestern, and I am eager to exercise my full range of skills in finance, engineering, sales, and project management – over and above implementation of complex sub-systems.

Did I mention that I've met or exceeded every challenge handed to me in every role since I started with Motorola in 2001? Are you ready to hire me right now – or should we first schedule an interview? I'll follow-up with a call next Monday,

Thank you so very much for your time and consideration, Mr. Varney – and I really look forward to hearing from you!

Sincerely,

Olga Gorbatemko, PMP

NOTE

This is actually the body of an email – an email is my typical cover “letter” in 90% of cases. So here’s a short, strong email for a resume attachment.