

PETER ZHANG

| +852 9123 4567 | peterzhang@gmail.com |

Dear Hiring Manager,

[If you know the hiring manager's name, address them directly. LinkedIn job ads often state the name of the person posting the ad.]

Application for the Position of General Manager

Through my 18-year career spearheading high-impact sales & business development strategies for leading companies in the automotive industry, I've come to excel at developing customised solutions across a suite of platforms to meet organisational goals in B2B sales, product management and marketing. I've held P&L responsibility of up to USD 30 million, forged strong relationships with clients across APAC, and led multi-market, cross-functional teams of up to 25 staff. As such, I am confident that I am the ideal candidate for **General Manager** at DEF Company.

[Match your skills and strengths to the job and industry requirements, and include a brief overview of your experience. Share metrics if you have them to provide context and scale for your work]

- In my current role as **Country Manager** with ABC Company, I lead a 25-member team to strengthen all operations with P&L accountability of USD 40 million for Hong Kong, Indonesia, Brunei, Malaysia, Philippines, and Singapore markets. Significantly, I reduced costs by USD 5 million through aligning operating goals, improving operations processes, and enabling efficient inventory management and resources allocation.
- In my previous role as **Assistant Regional Operations Manager (Sales Development & Production Planning)** with XYZ Company, I led a team of 10 executives to provide strategic direction and management of country sales operations and performance for regional offices. Among my achievements, I am most proud to have spearheaded 20% sales improvement and 5% cost reduction, partnered with key stakeholders to set up the Vietnam showroom, and expanded the Southeast Asia dealers' network by 15%. [Frame your skills in the context of recent work experience relevant to the targeted job. Metrics and achievements give the employer context and scale to gauge your abilities. Show the value you generated for the organisation in a leadership position. If applying for a position at a multinational company, highlight your ability to work in different countries and cultures.]

Adept in project management, supply chain management and P&L management, my on-the-job experience has afforded me a well-rounded skill set, including first-rate problem solving and communication skills. Combined with my competencies in global banking and risk assessment, and deep industry knowledge, I am confident I can deliver and execute B2B strategies and enhance operational procedures as a **General Manager** at DEF Company.

[Showcase more skills the employer is looking for, as well as any additional competencies and experience that would give you an edge.]

I am excited by the possibility of joining your operation, and I would love the opportunity to meet with you and discuss how I can be a positive change agent for your team. Please contact me anytime by mobile at +852 1234 5678 or by email at peterzhang@gmail.com. [Close with a call to action by showing your eagerness to meet your potential employer and providing means to contact you.]

Yours faithfully,
Peter Zhang