

*(Same heading as on résumé, unless sent via e-mail)*

October 1, xxxx

Mr. Dan Lanford  
President and Chief Executive Officer  
Rainbow Colors Insurance  
8417 Stone Avenue  
Allendale, OH 44888

Dear Mr. Lanford:

I would like to congratulate you on the success you have achieved directing Rainbow Colors Insurance. I recently read the article in *Colorful Business* and was impressed with your innovative management style. I am currently the Director of Information at Blue Moon Company and would now like to expand my career to another company in the Gold Village area, which, as you know, has been voted one of the top 50 cities in which to do business.

I met with your Information Systems Director, Mr. Jim Green, and he provided valuable insight into your business. I would like very much to contribute to the continued success of Rainbow Colors Insurance in a leadership role applying the aggressive and progressive style I have used at Blue Moon Company. During my tenure, I upgraded a very manual environment to one using current technology in its business operations. For example, I:

- ✓ Directed the evaluation and implementation of core financial systems to newer and lower cost technology on Lans.
- ✓ Recommended and directed the implementation of a local area network for one hundred users in the corporate office, which improved efficiency and reduced software cost by approximately 50%.
- ✓ Pioneered improved communication between shippers operating throughout the Great Lakes Region and the Gold Village corporate office using e-mail and cellular phone technology, instead of mail and traditional fax.

More importantly, I played a leadership role in establishing an Information Systems Committee to steer systems development to those areas most critical to achieving the company's strategic goals.

It is my intention to meet with individuals like you to explore how other companies are using information systems and to evaluate career opportunities that may be available to me. I would welcome the opportunity to meet with you, or your designate, at your convenience. Toward that end, I will call your office next week to see if it is agreeable to you and to schedule a time. I have enclosed a copy of my résumé for your review. Should you have any questions, please call me at xxx-xxx-xxxx.

Sincerely,

Jon Stephenson

Enclosure/Attachment