

November 13, 2008

Jane Johnson
XYZ Global
456 Any Street
Anytown, Ohio 55555

Dear Ms. Johnson:

During my results-driven legal career, I have consistently proven my ability to effectively negotiate terms, draft complex business transaction documents, settle disputes, and close deals. My seven-year legal background has included two and a half years as a Commercial Litigator with Smith & Smith, LLC, and more recently, **four and a half years as Assistant General Counsel** with 123 Overnight, Inc. The areas of expertise I have developed include domestic and international business, intellectual property, antitrust, SOX compliance, SEC filings, contracts, and aviation and line-haul transportation. This diverse expertise, combined with my unmatched drive and passion, are what I will bring to XYZ Global as General Counsel.

The highlights of my legal career, that reflect the quality and caliber of my experience and work ethic, include:

- ✓ **Contracts:** Exceptional skill in drafting whole-cloth documents for numerous, complex domestic and international business transactions. A proven record of success drafting standard templates for goods and services to facilitate flexibility in closing deals. Highly skilled at drafting documents that limit litigation liability and maintain party's intent.
- ✓ **Negotiations:** Experience serving as the lead negotiator for a myriad of business transactions, resulting in a **savings of more than \$500B** for company.
- ✓ **SOX Compliance & Securities:** Strong knowledge of and experiential background in Sarbanes-Oxley Compliance (SOX) and Securities Exchange Commission (SEC) filings for a publicly-traded company, ensuring sound business practices and fiscal responsibility.
- ✓ **Risk Management:** Experience effectively leading a corporate risk management team and **managing 30+ corporate insurance policies**. **Saved company more than \$5M** by proactively identifying potential liabilities, assessing likelihood of occurrence, evaluating which liabilities could result in greatest loss, and taking measures to modify conditions/practices that could lead to such loss. Background in managing annual reevaluation of deductibles and coverage level, to ensure accuracy and agreement with company historical loss records.
- ✓ **Intellectual Property:** Proven ability to protect and ensure owner's exclusive rights to intellectual property. Experiential background includes: registering trademarks and copyrights; negotiating and drafting international Right to Use Agreements and software licensing agreements; and drafting data escrow agreements and royalty agreements when company is the software developer.

At this juncture of my career, I look forward to new opportunities and the possibility of contributing my passion, talent, and expertise to XYZ Global. As an innovative, forward thinking professional, your company's reputation for being a global leader in technology is impressive—I believe working in such an environment will be an incredibly rewarding, perfect fit. I will call you in the near future to inquire about the possibility of arranging a meeting. Thank you for your consideration.

Sincerely,

Sharon Jones, Esq.

Enclosure: Résumé