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| **ELIZABETH HECTOR** | ehector@gmail.com  elizabethhector.com  linkedin.com/in/elizabethhector  0901-235-598 |

August 22, 20XX

Robert Williams

Chief Technology Officer

Microsoft Corporation

One Microsoft Way

Redmond, WA 98052

Dear Mr. Williams,

As a software development leader with 15+ years of experience driving innovation at companies including Amazon and Salesforce, I’m excited to apply for the Senior Engineering Director position at Microsoft. My portfolio (elizabethhector.com) showcases the transformative projects I’ve led, from scaling cloud architecture solutions that reduced operational costs by 30% to spearheading AI implementations that revolutionized customer experiences for millions of users.

Under my leadership at Salesforce, my team of 45 engineers delivered the company’s first machine learning-based customer prediction system, generating $12M in additional revenue within its first year—a case study featured prominently in my portfolio. I’ve successfully guided multiple products from concept to market, including Amazon’s warehouse automation system that improved efficiency by 27% across 12 fulfilment centres. My technical expertise spans cloud architecture, AI/ML implementation, and agile transformation at scale, complemented by my commitment to mentoring the next generation of engineering leaders. My leadership philosophy emphasizes creating psychological safety that fosters innovation while maintaining rigorous technical standards, resulting in teams with both high performance and low turnover rates.

Please email me at ehector@gmail.com or call me anytime at 0901-235-598. I would welcome the opportunity to discuss how my technical vision and leadership approach could help Microsoft continue pushing boundaries in the rapidly evolving AI landscape.

Sincerely,

Elizabeth Hector

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**Dear Job Seeker,**

**We recently updated all of the cover letter templates on** [**ResumeGenius.com**](https://resumegenius.com/) **to reflect the most recent HR and hiring trends.**

Our goal is to give our users the best chance at landing job interviews, and our templates are a major part of how we aim to accomplish this goal.

Each of our newly designed and re-designed templates were built specifically to bypass the Applicant Tracking System software companies use to filter out candidates, and are formatted to be visually pleasing and easy to read.

But while our cover letter templates take the pain out of formatting and provide a strong foundation for your own cover letter, it takes effective writing to win over the hearts of employers, hiring managers, and recruiters.

If you’re still struggling to write your own cover letter, check out these free resources so you can put together a cover letter that showcases how you’re the best person for the job:

·     [Cover letter builder](https://resumegenius.com/cover-letter-builder)

·     [How to write a cover letter](https://resumegenius.com/blog/cover-letter-help/how-to-write-a-cover-letter)

·     [Cover letter examples](https://resumegenius.com/cover-letter-examples)

Once you’ve written a great cover letter, pair it with a convincing resume by using a matching [resume template](https://resumegenius.com/resume-templates). Here are a few resources to help you write a resume that gives your application the edge it needs to land you the interview:

·     [Resume builder](https://resumegenius.com/)

·     [How to write a resume](https://resumegenius.com/blog/resume-help/how-to-write-a-resume)

·     [Resume examples by industry](https://resumegenius.com/resume-samples)

Best regards,

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