

# Kyle M. Baker

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{Name of Recruiter}  
{Organization}  
{Street Address}  
{City, State Zip}

Dear {Name of Recruiter}:

With a broad corporate management, entrepreneurial, and consulting background providing extensive expertise in operations management that consistently yields lean, cost effective operations infrastructures that support business growth while driving revenues, I believe my qualifications may interest one or more of your clients.

My proven abilities to manage and grow operational, distribution, and manufacturing functions, while constantly improving methods and prioritizing opportunities have been instrumental throughout my career in enabling start-ups and major corporations alike to achieve ambitious objectives for sales and profitability. I am a focused and results-driven operations executive with an uncommon breadth of hands-on experience spanning all aspects of operations, including manufacturing, logistics/distribution, supply chain, customer service, purchasing, human resources, order processing, warehousing, finance, and sales.

As a leader of two successful start-up businesses in Internet and consumer products industries, I honed my abilities to create innovative solutions to complex problems, organize, plan, and execute those plans to achieve goals. My track record of success in these endeavors, as well as in consulting to major corporations and various roles in large corporate environments, is a testament to my business acumen and versatility. Results outlined in the résumé accompanying this letter cover the gamut from millions of dollars in revenue generation and cost savings, to optimizing manufacturing and supply chain processes, opening new markets while facing entrenched competition, and rescuing operations in distress.

I bring to the table extensive experience in VC investor relations and capital raising, identifying and executing integration of strategic acquisitions, and both domestic and overseas outsourcing. Teams under my leadership enjoy an environment that promotes the growth of the individual performer while driving achievement of organizational objectives. Detail oriented and analytical, I am unafraid to take a calculated risk when appropriate, thrive on pressure, and lead others by my example.

I will welcome the opportunity to explore any potential matches with you where I may play a key role in reducing costs and/or growing sales. I will follow up with you in about one week and promptly provide any further information that is needed. Thank you for your consideration.

Sincerely,

Kyle M. Baker