JOHN R. DO YourEmail@gmail.com 555.555.5555

Date

RE: Senior Management Financial Opportunities

Dear Mr. Banks:

Bob Grant told me he recently had a phone conversation with you regarding my background relative to a senior financial position at Dairy Dawn Foods. My financial management experience as a Controller is specifically in privately-held organizations in the \$60M to \$900M annual revenue range. Moreover were we have been able to increase EBITDA by 20-50% annually for these companies.

In addition, I have a particular interest in working with process improvement teams and providing cost-benefit analysis necessary to measurably evaluate work processes. I am both Lean and Six Sigma certified.

I have an understanding of what it takes to succeed in a privately-held company with a family culture. Given my history with innovative and dynamic growth organizations, the culture at Dairy Dawn Foods appears to be a strong fit for my leadership style.

As a result of a private equity purchase, Pack-Link, my former employer, has undergone a complete change-out of the executive management team. Although I have an ongoing consulting relationship with Pack-Link, my availability for this position is immediate. I am on the best of terms with the Founder Chuck Alex and the new CEO Steve Fender, thus they will have no hesitation in releasing me from my consulting contract with short notice.

I believe I could be an immediately productive member of Dairy Dawn's senior management team. In particular, I would be valuable as a special project(s) manager for troubled situations or as an interim Controller for an acquisition.

I look forward to hearing from you.

Kindest Regards,

John R. Do