

VINCE D. CONLAN

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(Date)

(Name of Hiring Authority, Title)

(Name of Organization)

(Address)

(City, State Zip)

Dear (Mr. Or Ms.)(Last Name):

Providing confident, results-focused leadership requires a broad combination of strategic planning, team direction, and problem resolution skills. As a manager with a broad-based background who is currently seeking new leadership opportunities within the aviation industry, I would like to present my resume in consideration for management positions within your organization.

Throughout my career, I have had the opportunity to manage operations within the field of aviation (such as Airframes Intermediate Maintenance and Airframes Work Center) with a wide range of responsibilities and complexities. Although my resume contains detailed information regarding my achievements, I would like to illustrate a few below to indicate my ability in meeting objectives within key areas:

- **As a Manager for Airframes Intermediate Maintenance, I drove a significant reduction in time-to-replenish for aircraft components (5 day decrease) and captured 6-figure cost savings through repair capability enhancements.**
- **As a Director of Aircraft Maintenance, I developed long-range strategies to improve “Full Mission Capable Status,” held responsibility for the completion of over 13,000 missions and 18,000 safe flight hours, and achieved the lowest cost-per-flight within our operation.**
- **As an Airframes Work Center Supervisor, I cut down on our average discrepancy count by over 50% and achieved a 40% improvement in shop qualifications through effective training.**

The consistent theme throughout my career is strategic analysis and planning combined with action and results. When faced with challenging situations, I have consistently delivered on expectations and produced positive outcomes. I am confident that I can bring this same level of performance to your team.

My resume is enclosed to provide you with additional details concerning my background and qualifications, including my Secret Security Clearance and pending B.S. degree in Professional Aeronautics. I would welcome a meeting with your management team to discuss your organization’s top-priority needs and the results you can expect from me.

Thank you for your time and consideration. Please do not hesitate to contact me if you have any questions.

Sincerely,

Vince D. Conlan

Enclosure