

Date

Company Name

Address

City, State, Zip

RE: Job Code / Reference ID / Position Name

Dear [Executive Hiring Committee](#),

As a visionary leader with expertise in financial planning and analysis, accounting oversight, P&L management, mergers and acquisitions, business planning, and team building, I write today to inquire about [The CFO Center's](#) search for a [CFO](#). I would love the opportunity to showcase my ability to devise strategic financial plans and developing teams to drive significant cost saving, enhance fiscal strength, and boost organizational growth withing a fast-paced environment.

In my current role as CFO & CEO for One Love Organic, I raised capital and managed finances, along with administration of business operations. Furthermore, I also collaborate with stakeholders for evaluation of assets and development of future action plans and procedures.

At Lakewood Organic Juices, I manage overall financial and operational functions for a \$100MM organic beverage manufacturer by providing strategic leadership. I strive to achieve corporate goals and objectives by directing a team of over 100 members with 3 VPs, a Controller, and 3 directors. I am successful in upgrading ERP systems and financial reporting package for key stakeholders.

As a Director, I oversaw financial planning and analysis functions for a \$150MM beverage manufacturer serving food service industry. I conducted detailed assessments to ensure alignment of budget plans and financial forecasts with market changes. I directed and guided finance teams regarding financial due diligence, audits, and KPI achievement.

Throughout my successful career, I have managed M&As, administered P&L aspects, optimized cash flows, created financial reports, as well as managed tax/audit functions. Furthermore, I have built high-performance teams while providing mentorship and guidance to drive professional development of the employees to senior positions. My career history demonstrates my strong analytical and leadership skills as well as my reputation for being organized and dependable.

Examples of my key skills include:

- Led sale of company for \$100MM (valued at \$35MM 18 months before) while creating a financial plan to attain further business growth.
- Transformed loss-making company into a profitable business by formulating financial and operational strategy as well as developing control systems to preserve and grow company assets.
- Delivered effective strategies and advice that enabled more than 30 small and mid-size businesses (\$5MM-\$55MM) to attain financial and operational stability.

I am eager to speak with you about this opportunity and to discuss how my expertise, skillset, and knowledge can benefit [The CFO Center](#).

Sincerely,

Leticia Baca

[Enclosure: Resume](#)