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Dear Mr JONES,

It was a pleasure meeting with you when I was last in Paris. We spoke briefly about my experience with entering the company as the Director of Systems Development, surveying the organizational landscape (3 major concurrent projects, 45+ consultants, under-trained staff) and implementing organizational and procedural changes while also demonstrating delivery results within the first 3-6 months.

That particularly relevant employee experience in 1998 combined with ~11 years of relevant program management consulting and delivering projects of equivalent size, I believe, makes me uniquely able to come in and deliver results. And I could make myself available to you within 2-3 weeks of a decision.

While I understand and acknowledge that there may be organizational, political or even legal issues with respect to potential employment, I am open to creative solutions to joining the company in a way that can minimize the risk of a new hire without jeopardizing the effectiveness of the position.

If anything in this note or the prior conversations we have had have been interesting and helpful, I would appreciate a phone call from you to either discuss how to make this happen or at least bring the matter to a formal close.

Thank you for your time and consideration. Regardless of the outcome, I wish you the greatest success with the delivery of this strategic, multi-year program.

William TAYLOR