

JACK JEFFERSON

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Date

Dear Executive Recruiter:

I am in the process of seeking a financial and accounting leadership position where I can use my skills in:

- **Finance and banking** – managed up to \$10 million in cash and opened lines of credit up to \$13 million
- **Accounting** – led accounting operations for private and public companies with revenues of up to \$5 billion
- **Legal** – acted as in-house counsel and corporate secretary for several companies
- **Mergers and acquisitions** – facilitated merger and acquisition deals from \$34 million to \$2 billion
- **Securities and Exchange Commission** – developed an expertise of IPOs and compliance from eight years' involvement with audits, investigations and examinations from within the SEC
- **Information Technology** – managed redesigns and upgrades to a number of MIS operations.

If you are working on an assignment requiring an accomplished financial professional, I would welcome hearing from you.

Sincerely,

Jack Jefferson

Enclosure: resume