

Nigel Brookes

Business Operations Manager

*Sean Merchant
Hiring Manager
Dayjob Ltd
The Big Peg
Birmingham
B18 6NF*

Date: 14th October 2013

Dear Mr Merchant

Your company recently advertised on the dayjob.com website for a Business Operations Manager. After reading the job description I am confident that I would be a perfect fit for this position as my experience and abilities precisely match your requirements.

Without wishing to sound boastful I feel that I come to you with a background that is unique and distinctive from other applicants. I possess a strong desire to build a career within your industry and to further develop my managerial competencies in your field. I also feel that my ability to develop business strategies for major functions and operations, coupled with my skill at articulating industry trends, benchmarks and competitor assessments, makes me an ideal candidate for this position. My core strengths include, but are not limited to the following:

- Contributing new ideas and continuous improvement to operational issues.
- Ensuring that all time is used effectively and productively.
- A desire and ability to 'get stuck in' and make a real difference.

For additional information about my capabilities please view my attached resume.

Right now I want to work for a reputable and exciting company like yours where there will be a big stage for my talents. Therefore I would welcome the chance of an interview, where we would be able to discuss in greater detail the value and strength I can bring to your already successful company.

I thank you for your time and I look forward to hearing from you.

Yours sincerely

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