

# ANWAR KHAN

**BUSINESS OPERATIONS MANAGER**

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Karen Cunningham  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
B18 6NF

Date: 17<sup>th</sup> October 2013

Dear Ms Cunningham

Kindly accept this application from a talented and capable applicant who wishes to apply for your Business Operations Manager vacancy which was advertised on the dayjob.com website today.

I would bring to your company real life experience of the following areas, ....., ..... and ..... . All of these being fields mentioned in the job advert. On top of this I am able to identify, exploit, take advantage of and fully develop any business development opportunities that come my way.

With my present employer I have consistently exceeded all goals set for me, and am valued for my ability to deal with intractable situations by coming up with solutions that are acceptable to all parties. A good illustration of this is where I .....  
My core strengths include, but are not limited to the following:

- Identifying areas of the business that are performing well, and also areas where improvements can be made.
- Experience in an operations environment in e-commerce, digital marketing, and payment.
- Responding to specific enquiries, requirements and requests in a timely manner.

I am very keen to join your company because as a market leader in your field you are able to offer candidates a range of superb career opportunities and an immediately challenging position.

I would be grateful for the opportunity to demonstrate my capabilities further at an interview. Please feel free to contact me to arrange a meeting at your earliest convenience. In closing I would like to thank you for taking the time to consider my application, and I eagerly look forward to hearing from you.

Yours sincerely

Amir Khan

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