

Manager

Business Operations

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Susan Jones
Hiring Manager
Dayjob Ltd
120 Vyse Street
Birmingham
B18 6NF

17th October 2013

Dear Ms Jones,

Your recent advert for a Business Operations Manager caught my attention, and as I appear to be a perfect match for your requirements I am enthusiastically applying for the position.

As a seasoned professional with a rich and varied background in marketing, I am more than qualified to make an immediate and positive contribution to your company's operations. I am very confident that the years of experience I have, will make me an ideal candidate for this position. I am a highly talented and award winning professional who in all my previous roles has consistently delivered results to the highest standards. Right now I am employed with, in this role I am responsible for, and, both areas of expertise that you are looking for in a candidate.

As my attached resume depicts, I have plenty of experience of working in a fast paced environment, and I firmly believe that your company will greatly benefit from my expertise in the fields of and

Bing a solid team player, I can not only work to tight deadlines, but also have plenty of initiative to deal with unexpected problems. I have a consultative approach coupled with a "can-do" attitude, and you can be assured that I will always contribute to the progression of your company through strong values and team spirit.

I hope that after reviewing my attached resume you will be convinced of my potential and invite me for an interview to discuss my application in further detail.

Thank you very much for your time and consideration, and I look forward to hearing from you soon.

Yours sincerely ,

Neil Sutcliffe



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