

**Business Operations  
Manager**

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Sean Merchant  
Hiring Manager  
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Date: 11<sup>th</sup> 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 be involved in running a successfully operation. I also feel that my ability to investigate, understand and articulate the issues an organisation is facing, coupled with my expertise at coming up with quality solutions to complex problems has prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Strong working knowledge of HSE policies, procedures and legislation.
- Meeting an organisation's needs business through innovative, and relevant solutions.
- Always being flexible, positive, and creative in a dynamic, fast paced and changing environment.

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

Richard Holmes

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