

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

Date 17th October 2013

Dear Ms Cunningham

I am writing to express my keen interest in your vacancy for a Business Operations Manager which was recently advertised on the dayjob.com website.

My background in this field includes working in the and sectors, both areas that your job advert said a candidate must have experience in. In addition to this I have extensive knowledge of....., and also have considerable understanding of and

I take great pride in my work and will always go that extra step to ensure that operational matters are done properly. I will be the right hand man to your Operations Director, assisting them with business operations across the entire company. As an open minded person who is adaptable and who enjoy working to deadlines in a fast paced environment, I am confident that I will exceed your expectations.

With my present employer I have a well deserved reputation for getting all tasks given to me done on time and within budget. I have a track record of conversing confidently with customers and would also like to mention the great pride I take in the effective visual merchandising of products. For me it would be an honour to be a part of and contribute to a company like yours which is known for its talented workforce and high standards. I thank you for your time and I look forward to hearing from you in respect of an interview.

Yours sincerely

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