johnandrews

Dayjob Ltd The Big Peg Birmingham B18 6NF T: 0044 121 638 0026 M: 0870 061 0121 E: info@dayjob.com Sean Merchant Hiring Manager Dayjob Ltd The Big Peg Birmingham B18 6NF

Date: 11th 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. As a highly talented additional member to your team, I am willing to be personally accountable for managing any organisational and operational day to day activities. These points coupled with my proven ability to work within a team that focuses on providing the best possible service, have prepared me well for a position at your company. My core strengths include, but are not limited to the following:

- Increasing revenue, managing risk and regulatory change, reducing costs and enhancing control.
- Delegating tasks, and setting clear targets.
- Recruiting and selecting new staff.

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,

John Andrews



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