

# Karen Jones

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Susan Jones  
Hiring Manager  
Dayjob Ltd  
120 Vyse Street  
Birmingham  
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Dear Ms Jones

Your company recently posted an opening for a ..... on the ..... website, for which I am enthusiastically applying.

I am an experienced ....., who is flexible, adaptable and able to manage multiple priorities at the same time, all of this makes me believe that I would be a strong candidate for your vacancy. As a driven individual who wants to progress, I am now looking to work in an energetic and performance-driven environment where talent is not overlooked. I feel your forward thinking and exciting company is a natural place for a hard working team player like myself who is forward thinking, fully accountable and resilient.

With my present employer, where I have worked for the last ..... years, I am renowned for being able to motivate, mobilise, and coach my fellow colleagues to meet high performance standards. I can easily work with others in a professional manner while attempting to achieve a common goal, and would like to highlight my key strengths in areas such as ....., ..... and ..... Apart from my record as a professional ..... which speaks for itself, I am a sociable person who has a natural ability of talking to, and building relationships with, all kinds of people. I also consider myself to be a personable professional whose strengths include cultural sensitivity and an ability to build rapport with a diverse workforce in multicultural settings.

One of my strongest points is my self-motivation which allows me to perform well under pressure and against aggressive deadlines in any pressurised environment. Being a highly analytical thinker I am able to quickly identify, scrutinise, improve, and streamline complex work processes.

My enclosed resume will provide you with greater details of my background and what I have to offer. I look forward to calling you in a few days time to arrange an interview with you at a mutually convenient time. In the mean I would like to thank you for considering my application.

Yours sincerely

Karen Jones

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