

COVER LETTER SAMPLE

Your Name

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August 29, 20XX

Strategic Diagnostics
11 Pencader Drive
Newark, DE 19702

Dear Operations Analyst Hiring Manager:

I am excited at the opportunity to work as an operations analyst for a company with a focus on innovation such as Strategic Diagnostics. Your goal of providing new products and services to effectively solve customers' current and future analytical problems is something I admire. Additionally, your ability to use the technical expertise of your staff in a variety of markets shows the versatility of your methods.

Classes taken during my undergraduate studies such as Analysis of Operations Problems and Quality Control, have given me a better understanding of the analysis necessary in improving business processes and products. Through the study of Six Sigma, lean productions, simulations, and dynamic programming, I have developed a basic knowledge of the techniques used in analyzing problems faced by businesses. I was able to apply those skills and gained a global perspective during my time studying abroad in Australia, New Zealand, and Hong Kong. It was enlightening to notice how a slight change in environment altered the business procedures of the various companies I analyzed.

My leadership roles in various clubs while at the University of Delaware have helped to provide me with the communication and management skills required to successfully work with others in a team environment. As President of Silver Wings, a volunteer organization, I was responsible for organizing and running meetings as well as working with the other officers to develop and execute charity events throughout the year.

I am eager to apply the skills and experience that I have acquired both in and out of the classroom, and to grow as a professional with Strategic Diagnostics. I have included my resume and look forward to exploring career opportunities with you. Thank you for your consideration.

Sincerely,

Brianna Business