

David Donaldson

Prospective Operations
Manager
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Deborah Williamson
Hiring Manager
Manufacturing Solutions
(999) 000-0001
deborah@manufacturing.org

Dear Ms. Williamson,

At my graduation from the Charlottesville School of Business, my school recognized me for placing in the top 3% of my class. I am proud of that achievement but would be equally humbled to join a forward-thinking organization like Manufacturing Solutions.

Your company's prioritization of environmentally friendly procedures and rigorous quality assurance align well with my own passions and goals. To wit, here are some examples of my past activities and achievements:

- I formed and chaired my school's Environmental Club, which received a Charlottesville Civic Service Award under my watch.
- As an intern with General Fuels, my research showed an executive how manufacturing tweaks could lead to both a 20% reduction in emissions and a 15% increase in productivity.
- I scored in the 99th percentile during my exam for my Advanced Business Operations certification from the American Association of Management.

My hope is that during an interview, I get the chance to tell you more about these and other achievements, and I'd also love to learn more about your Operations Manager position and the company as a whole. Please consider me available to talk at your convenience.

Best regards,

(Insert Signature Here)

David Donaldson, M.B.A.

P.S. I'd also like to share how I mastered four business-planning software systems in one semester!