

# JUSTIN KRIEL

Operations Manager  
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## SANDRA TAYLOR

Senior Hiring Manager  
ABC Technologies  
(987) 654-3210  
s.taylor@abctechnologies.com

Dear Ms. Taylor,

With more than 16 years of experience as an operations manager, I believe that I have the knowledge and qualifications that would make me a valuable addition to your team at ABC Technologies. I have a background in administration, and I have spent the last five years working at InTech Technologies, which offers a similar product line to yours.

I am adept in revenue generation, team building, administration, and financial oversight. I have a proven track record of meeting deadlines and exceeding goals or expectations.

Some of my career highlights include:

- Developing innovative safety programs that reduced incidents by 75%
- Increased overall productivity by 26%, while reducing the number of staff by 17%
- Grew the company market share by 52% in 12 months

I'd like to set up an interview to discuss how my work experience fits ABC Technologies' vision for the future. Please feel free to contact me with a time and date that suits your schedule.

Kind regards,

(Insert Signature Here)

## JERRY MANDER

P.S. I would love to tell you about my innovative production schedules that have been shown to increase general productivity.