



Sarah Yang

Business Operations Analyst
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Roger Smith

Hiring Manager
Portland Med Device Inc.
(987) 654-3210
roger@portlandmedinc.com

Dear Mr. Smith,

As a business operations analyst at SouthWest Medical, I analyzed critical business operations and identified process improvement opportunities for a leading manufacturer of medical devices. My expertise in business analysis within the healthcare manufacturing space could be a strong asset to Portland Med Device Inc.

I am confident that my ability to identify creative business solutions aligns with your organization's needs. I believe in Portland Med Device Inc's commitment to operational excellence and feel that my business acumen could bring you added value based on the following accomplishments in my career:

- Evaluated critical business operations, identified process gaps, and proposed business solutions to streamline product delivery, which reduced cost by 10%
- Analyzed resource allocation for manufacturing processes and recommended enhancements to staffing, which reduced labor costs by \$60K per year
- Developed financial reports for senior leadership on findings and attended meetings with the business operations team to discuss process improvement opportunities

I look forward to speaking with you regarding how my business analysis expertise can refine operations and reduce costs for your organization. You can schedule an interview with me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

(Insert Signature Here)

Sarah Yang