

~ Alex ~
~ CUSTOMER SERVICE | EXECUTIVE RELATIONS~

[Date]

Hiring Manager's Name

[Company Address]

[(xxx) xxx-xxxx]

[hiring.manager@gmail.com]

Dear [Hiring Manager's Name],

I'm reaching out to you about your recent opening for a [Position applied for] position at [Name of company]. I have valuable work experience in the field of legal operations and customer support. Passionate to pursue a career in the field of business development, I believe my dedication and educational background will help me in becoming a valuable asset to your business. Eager to gain practical experience from a progressive and recognized company as yours.

My academic background and professional experience has enabled me to become an effective critical thinker who functions well in fast-paced and deadline-driven environments. Proficient in meeting deadlines and delivering exceptional results. In my previous roles, I contributed in legal operations, training, management, and business analysis to enhance business operations. This has strengthened my capabilities in planning and time management. I was also able to develop keen interest in gathering details and work with accuracy of specifications.

Accustomed to successfully juggling projects and have an excellent track record of building business, fostering strong relationships with clients and improving company image through innovative and creative strategies. My enthusiasm to learn new things and explore technology helps me to stay updated with the latest business trends and advancements.

As an experienced professional, I can work well with my colleagues and also have the motivation to work independently. I can use my interpersonal skills and aptitude for leadership to manage teams in an effective and efficient manner. Adaptable to a changing environment and capable of switching priorities when necessary. I am a practical and self-motivated person with the ability to manage multiple responsibilities and provide timely solutions to ensure organizational success.

It will be great if we schedule a meeting to talk about how I could use my skills for the benefit of your company!

Sincerely,
Alex xyz