Don Carpenter

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**Today’s date**

Mr. Barry Mason, HR Director

ABC Company

Address, City, State, zip

**Re: Operation Manager Position**

Dear Mr. Mason,

My uncle, Mr. Sam Green, informed me that he’ll be leaving his position of operations manager and recommended that I send you my resume to be considered as his replacement.

I have an MBA from Carnegie Mellon and have been working for the past 15 years as a senior operations manager for a leading international company.   
As my resume states, I supplemented my formal education with courses in administrative management and other financial topics.

Highlights of my career include:

* Strategizing long-term plans for the company’s goals.
* Increasing the efficiency of company systems and policies.
* Assisting to manage the company budget.

I lead teams, whether logistical, accounting staff, or warehousing, in order to motivate employees to accomplish company objectives with enthusiasm - usually influence them to work efficiently.   
I strive to stay up to date with tax regulations that affect the company, and contribute toward the creation of the annual budget.

I would like to discuss my qualifications with you in person and demonstrate how they may be utilized to achieve greater financial heights for your company.

Please be in contact with me at your earliest convenience.

Thank you.

**Don Carpenter**

**Enclosure: Resume**