

ALEX MORGAN

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April 27, 2024

Sarah Collins, Hiring Manager
Horizon Solutions Ltd
456 Corporate Headquarters, Cityville, Country

Dear Ms. Sarah Collins,

I am writing to express my interest in the Professional Operations Associate role at Horizon Solutions Ltd. With a Bachelor of Science in Business Administration and five years of professional experience in operations and process improvement, I have developed a robust skill set that aligns strongly with the needs of your company. I am particularly skilled in stakeholder communication, workflow optimization, and detailed reporting — all critical elements for ensuring operational excellence.

Horizon Solutions Ltd's commitment to innovation and quality resonates with my professional values and aspirations. I am motivated by the opportunity to contribute to a forward-thinking company where my skills can enhance operational efficiencies and drive continuous improvement.

Throughout my.....

Thank you for considering my application. I look forward to the possibility of discussing how I can contribute to the continued success of Horizon Solutions Ltd.

Sincerely, Alex Morgan