

# Yaling Zhang

Business Operations Analyst  
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**Roger Smith**

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

Dear Mr. Smith,

I'm interested in applying for the business operations manager position with Portland Med Device Corporation. During my time with SouthWest Medical, I analyzed critical business operations and identified process improvement opportunities for a leading manufacturer of medical devices. My experience within the health care manufacturing space could be a strong asset to your organization.

Portland Med Device Corporation's reputation for operational excellence is what draws me to apply for this opportunity. I am confident my ability to identify creative business solutions would bring value to your company based on my career achievements:

- Evaluated critical business operations, identified process gaps, and proposed business solutions to streamline product delivery, which reduced costs by 10%
- Analyzed resource allocation for manufacturing processes and recommended enhancements to staffing, which reduced labor costs by \$60,000 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 may contact me via phone or email for any additional questions you may have about my background. Thank you for your time and consideration.

Sincerely,

*(Insert Signature Here)*

**Yaling Zhang**