

Yaling Zhang

example@myemail.com | (098) 765-4321

456 My Street, San Diego, CA 76543

Roger Smith
Portland Med Device Inc.
123 Your Street,
Houston, TX 12345
(123) 456-7890
example@youremail.com

[month, day, year]

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. I believe 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 that 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,

Yaling Zhang