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Dear HR Manager,

Throughout my career, I have contributed to positive business results through effective organization, prioritization, and follow-through of key organizational projects. My strengths and qualifications are an ideal match to the job requirements and will bring immediate value to your company.

Identifying improved approaches and enhanced solutions to business challenges are activities that drive and inspire me. Exploration, pursuit and motivation are my frameworks for success. I believe that fresh perspectives and trying new techniques help businesses evolve and grow. Like your company, my goal is to be on the cutting-edge of industry advancements.

Contributions to my former roles, and this field at-large, revolve around my essential talents in staff management, customer service and coaching. I have developed strong abilities in communication and fostered a reputation as a key contributor through critical thinking and leadership skills. As a team leader, I am collaborative with peers and search for ways to integrate valuable insights. Through these qualities, I have confidence in my ability to facilitate positive change and collective effort.

To illustrate the scope of my career history and professional competencies, please take a moment to review my enclosed resume. I am grateful for your evaluation of my credentials and subsequent response.

Sincerely,
Zainab Fardan