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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.

In my former roles, I exercised a calculated and methodical approach to problem-solving. While I am independently motivated, I appreciate collective efforts and collaborate productively within group settings. Moreover, I am competent in staff management and customer service with proficiency in sales techniques.

This opportunity is especially exciting as my professional goals align with your company's mission and values. Further, my collaboration, communication, and problem-solving abilities will serve to support your continued organizational efforts.

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,

Ahmed Aziz