

JIN PARK

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Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Administrative position at TargetCompany, as advertised. With a Bachelor of Arts in Business Administration and 13 years of experience as an Operations Manager, I possess a strong foundation in supporting organizational growth through effective management practices and collaborative team dynamics.

Throughout my career, I have developed essential skills such as project management, data analysis, and budget oversight. My ability to adapt to changing environments while maintaining attention to detail has allowed me to streamline operations and enhance overall efficiency. I take pride in fostering team collaboration by empowering colleagues with thorough training and support during onboarding processes.

At TargetCompany, your commitment to innovation and customer satisfaction resonates with my professional values. I appreciate your dedication to continuous improvement—an approach that aligns seamlessly with my strategic thinking and problem-solving abilities. As someone who thrives on collaboration, I aim to contribute positively by facilitating smooth internal communications while managing daily administrative tasks effectively.

I am particularly impressed by TargetCompany's mission of creating value for clients through integrity and respect. It would be an honor to work within such a driven environment where employees are encouraged to grow alongside the company's objectives.

Thank you for considering my application. I look forward to the opportunity of discussing how my background can support the goals of TargetCompany.

Sincerely,
Jin Park