

JIN RODRIGUEZ

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DATE

Oct 14, 2026

Dear Hiring Manager,

I am writing to express my interest in the Business Manager position at Global Enterprises. With a Bachelor of Business Administration in Business Management and over 13 years of experience as an Operations Director, I am eager to contribute my expertise in strategic planning and project management to your esteemed organization.

Throughout my career, I have consistently demonstrated strong leadership skills and a collaborative working style. My ability to communicate effectively has enabled me to foster relationships with cross-functional teams and stakeholders, driving initiatives that enhance operational efficiency and customer satisfaction. I thrive in environments that require analytical thinking and problem-solving, allowing me to make data-driven decisions that positively impact business outcomes.

At Global Enterprises, I am particularly drawn to your commitment to integrity and sustainability. These values resonate with my professional philosophy as I believe in leveraging innovative solutions for meaningful change within the communities we serve. My proficiency in financial analysis will be instrumental in overseeing budgeting processes while ensuring alignment with organizational goals.

I am excited about the opportunity to help develop strategic business plans that drive growth at Global Enterprises. Your mission aligns perfectly with my background and aspirations, making this role an ideal fit for both myself and your team.

Thank you for considering my application. I look forward to the possibility of discussing how my experience can support Global Enterprises' continued success.

Sincerely,
Jin Rodriguez