EMILY JONES

Oakridge, OR 97465 | (555)555-5555 | emily.jones@monster.com

Oct 26, 2026

Dear Hiring Manager,

I am writing to express my interest in the General Manager position at Global Enterprises. With a Bachelor of Business Administration in Business Management and two years of experience as an Assistant Manager, I have honed a diverse skill set that aligns well with your organization's commitment to innovation and excellence.

My background in project management and team leadership has equipped me to effectively oversee daily operations while fostering a collaborative environment. I thrive on building strong relationships with stakeholders, ensuring that every project not only meets but exceeds expectations. My adaptability allows me to navigate the complexities of dynamic business landscapes, while my attention to detail ensures that strategic plans are executed efficiently.

At Global Enterprises, where you prioritize operational efficiency and sustainable growth, I am eager to leverage my skills in data analysis and strategic planning. Keeping abreast of industry trends is essential for identifying opportunities that drive success; this proactive approach has been integral throughout my career thus far.

I am particularly drawn to your mission of creating positive impacts across communities and industries. As someone who values integrity and sustainability, I would be proud to contribute towards these goals while leading a diverse team dedicated to excellence.

Thank you for considering my application. I look forward to the opportunity to discuss how my background, strengths, and passion align with the vision at Global Enterprises.

Sincerely,
Emily Jones