

Sarah Lee
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10 October 2026

The HR Manager
Bright Manufacturing Co.
90 Industrial Estate, Sample City

Re: Application for the post of Operations Executive

Dear Sir / Madam,

I wish to apply for the position of Operations Executive as advertised in the Daily Sample News dated 5 October 2026. I hold an MBA from Sample Business School and bring over six years of progressive experience in operations and process management.

In my current role at Sample Logistics Ltd., I oversee daily operations across two facilities, manage a team of forty staff, and have successfully reduced operating costs by eighteen percent over two years through disciplined process improvement. I am confident that my leadership skills and analytical approach would be of value to your organisation.

I have enclosed my resume for your review and would be grateful for the opportunity of an interview at your convenience. I can be reached at the contact details above.

Yours faithfully,

Sarah Lee

Encl: Resume