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Hiring Team  
Wastezon  
[www.wastezon.com](http://www.wastezon.com)

Dear Hiring Team,

I am writing to express my interest in the Business Development Fellow position at Wastezon. With a background in business operations, virtual executive support, and a passion for sustainability, I am excited about the opportunity to contribute to a company that is transforming how we think about waste and circularity.

In my role as a Virtual Assistant, I have worked closely with leadership teams to coordinate schedules, manage reports, and support internal communication. I've also assisted in light market research, organized digital workflows, and tracked performance data using tools like Google Sheets and Trello. My earlier experience as a customer care agent strengthened my communication and problem-solving skills—two things I believe are essential in building strong business relationships and supporting strategic growth.

I admire Wastezon's vision of a waste-free world and your innovative approach to urban mining. I would be honored to bring my organizational skills, analytical mindset, and eagerness to learn into a team that values impact and forward thinking. Thank you for considering my application. I would be happy to discuss how I can support Wastezon's mission through this fellowship.

Warm regards,  
Sarah Ishimwe