

John Menard  
5372 Starboard Street Apt 302  
Orlando, FL 32814

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I am writing to explore the possibility of employment as an Operations Manager with Ram-Lin.

Previously, I've managed the sales activities of three large car rental brands, Enterprise, Alamo and National, as well as daily airport operations. I have extremely strong communication and organizational skills and am able to effectively delegate responsibility in order to keep the entire operation running smoothly. I have extensive experience utilizing spreadsheets to track sales, which allows me to set goals and track my employees progress. I have exceeded at every level at my current career, for which I was rewarded an opportunity to manage the second largest branch in the Orlando group. I believe my extensive experience in customer service and attention to detail will transfer effectively to meet the needs of your organization.

The enclosed resume will give you additional background information. I would appreciate the opportunity to meet with you to further discuss my qualifications and career opportunities. Thank you for your consideration.

Sincerely,

John S. Menard