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Human Resources
Apple Inc.
One Apple Park Way,
Cupertino, CA 95014

Dear Hiring Manager,

My name is Anahy Jimenez Guzman. Recently, I graduated from the University of California, Merced with a B.S. degree in Management and Business Economics. I am contacting you to express my interest in the Business Management Analyst position. After looking through the job description, I am convinced to be the ideal candidate for this position.

Apple has been a company that I have admired since I was a child. Coming across a position such as this one has been incredible. Apple's vision statement has resonated with me because of the immense impact the company has made on the entire world. I would be more than enthusiastic about being part of a company such as Apple.

The experiences in my current position as Human Resources Coordinator have exposed me to many management tasks. I have learned many skills such as working within teams, paying attention to meticulous details, and being able to decipher instructions. Additionally, I maintain a well-balanced, time-efficient work space by creating and organizing daily priority task lists. Therein, working alongside the Human Resource Manager has helped me become even more time efficient while also improving my adaptability through increasing flexibility between tasks. Therefore, my enhanced skill set surrounding management duties prepares me for the challenges I will face as a Business Management Analyst.

The obstacles that I have overcome in the past have guided me to seek challenges in my professional development. Driven by this mindset and my hardworking attitude, I am convinced that the position as a Business Management Analyst is the perfect role for me to advance my career by further improving my business management skills and engaging my expertise in professional communication, data analysis, quality improvement, problem-solving, and collaboration.

Please find my resume enclosed. Thank you in advance for taking the time to review my application. I look forward to hearing from you soon.

Best regards,

Anahy Jimenez Guzman
Human Resources Coordinator | Sacred Heart Community Service
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