Sanjuana Y. Beltran Palacios

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To Whom It May Concern,

I am writing to express my interest in a position within your organization. With several years of hands-on experience in management, customer service, and operations, I bring a strong work ethic, leadership ability, and a deep commitment to excellence. I am currently pursuing a degree in Business Administration and am eager to apply both my education and real-world experience in a role that supports professional growth and meaningful contribution.

In my previous roles as General Manager at El Pollo Regio and Manager of Waitresses at El Parian Ballroom, I was responsible for leading staff, handling customer service challenges, and ensuring smooth day-to-day operations. These experiences taught me how to manage time, solve problems under pressure, and create a productive team environment. I have also worked as a cashier, florist, and currently run my own housekeeping services—jobs that have strengthened my discipline, communication skills, and ability to connect with people.

I take pride in being dependable, respectful, and focused. I believe in leading by example, doing quality work, and treating others with kindness. As I continue my education, I am committed to growing both personally and professionally. I am confident that my background, values, and dedication make me a strong candidate for any position that involves teamwork, responsibility, and service.

Thank you for considering my application. I would be grateful for the opportunity to discuss how I can be an asset to your team. Please feel free to contact me at your convenience.

Sincerely,

Sanjuana Y. Beltran Palacios