

NIKI NGUYEN

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Kevin Hawes
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Ripon, CA, 95366
(209) 599-8550

To whom it may concern,

I was immediately drawn to your job posting for a full-time branch manager at the Ripon Office Location and I believe that my abilities, dedication, and experience would be ideal for the position in your office. As a person who thrives in high-pressure and fast-paced situations, I strive for positive results through the application of my abilities in business development and marketing. Additionally, I possess expertise in financial advising and an aptitude for optimizing performance and motivating colleagues. In any position, I am able to visualize success and identify innovative and effective strategies for achieving it.

I have artfully balanced workplace objectives and productive relationships, inspiring strategies and insightful suggestions to achieve a competitive business edge. My collaboration and leadership strengths have enabled my professional growth.

I have enclosed my resume for your review. I will try and contact you within the week to discuss the next steps in your hiring process. I appreciate your time and consideration of my candidacy to become your new Branch Manager.

Sincerely,

Niki Nguyen