**Jenny Austin**  
**Business Process Consultant**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the position of Business Process Consultant at [Company Name]. With my experience in business operations, project management, and process improvement, I believe I am well- suited to this role.

At my current employer, I lead process improvement projects that drive customer satisfaction and improved operational efficiency. I have implemented numerous solutions to address customer service problems, improved project management systems and processes, and implemented better communication and customer feedback systems. My experience also includes training teams on process improvement techniques, as well as analyzing process data to recommend solutions.

I have a proven track record of improving processes and would be a great asset to your organization. I am confident that I can help you have a more efficient and successful business process. I am eager to learn more about the position and the company, and discuss the value I can bring to the team.

Thank you for your time and consideration. I look forward to hearing from you.

Sincerely,

**Your Name**

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