

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to express my intent to apply for the Operations Manager position at [Company Name] as advertised [where you found the job posting]. With [number] years of experience in operations management and a proven track record of improving efficiency and reducing costs, I am excited about the opportunity to contribute to your team.

In my previous role at [Your Previous Company], I successfully [mention a relevant achievement or responsibility]. I believe my skills in [mention specific skills or experiences] make me an excellent fit for this position.

I am particularly impressed by [mention something notable about the company or its mission] and I am eager to bring my expertise in operational excellence to [Company Name].

Attached is my resume for your review. I look forward to the opportunity to discuss my application in more detail.

Thank you for considering my application. I hope to speak with you soon.

Sincerely,

[Your Name]