

# Letter of Submission

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Hiring Manager's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager's Name],

I am writing to formally submit my application for the Operations Manager position at [Company Name] as advertised on [where you found the job listing]. With [X years] of progressive experience in operations management, I am excited about the opportunity to contribute to your team.

Enclosed is my resume for your review. I look forward to the opportunity to discuss how my background, skills, and enthusiasms align with the goals of [Company Name]. Thank you for considering my application.

Sincerely,

[Your Name]