Dear hiring manager,

Upon learning of your need for a new Operations Assistant, I felt compelled to submit my resume for your review. As an organized and motivated professional with experience providing logistical, and general operational support to drive corporate success, I am confident that I would be a valuable asset to your team.

From industrial cleaning to brand promotions, from being a brand promoter to companies like Monster energy drink, Gino Max, Lipton Extra strong, Power Shot insecticides, Nivea body lotion, Enchanter body lotion, Coca-Cola drink, Power horse drink, to performing cleaning jobs for homes, companies and event centers, I excel at providing exceptional organizational and time-management expertise and driving optimal productivity and success.

With my proven commitment to delivering the highest level of operational assistance, I am well prepared to extend my record of exceptional service to your team. I welcome the opportunity to discuss this position and my qualifications with you further.

Thank you for your consideration.

Yours sincerely,

Chidimma Eziokwu