Malik Rabb

(123) 456-7891

mrabb@email.com

May 1, 2018

Dear Hiring Manager,

With the enclosed resume, I would like to express my sincere interest in the Operation Manager position you have available. As a highly skilled and successful leader with comprehensive experience coordinating personnel, equipment, resources, and general logistics while ensuring stringent compliance to regulations, I possess a wide range of knowledge and skills that will allow me to contribute toward the success of your company.

My expertise lies in successfully managing operational processes, developing best practices, planning inventory, monitoring equipment and personnel logistical activities, and leveraging internal systems to facilitate improved efficiency and performance. Through my more than 12 years of experience, I have become adept in ensuring adherence to organizational goals and requirements while facilitating streamlined logistical operations and motivating team members to peak performance levels.

The following achievements demonstrate my qualification for this position:

Achieving a record of success in managing strategic logistics / operational planning and execution, mentoring high-performing personnel, overseeing fiscal and budget responsibilities, and maintaining accountability for up to $4.75M worth of equipment.

Spearheading resource allocation, regulatory compliance, purchasing and procurement, data analysis, records management, and overarching operations to achieve deadlines and requirements.

Continually improving internal processes and procedures to boost efficiency, reduce costs, and ensure seamless operations.

Overseeing all facets of special projects from inception through execution, identifying and securing necessary resources, equipment, and staff to meet project deadline and budgetary requirements.

Earning a Bachelor of Arts in Business Administration & Management from the University of Toledo.

My proven ability to optimize operations and team success—along with my solid skills in problem solving, critical decision making, and communication—will contribute immensely to the success of your company. Thank you for your consideration; I look forward to speaking with you soon.

Sincerely,

Malik Rabb