Company details

Date

Dear recruiter,

I am writing to express my interest in the Warehouse Operations Manager position that you have posted. I have extensive experience in managing all aspects of operations for multiple divisions and departments for several national retail companies. I have successfully led efforts to improve operating efficiencies, enhance inventory control, streamline logistics, enhance customer service, and implement complex computerized systems for inventory, order control, and purchase order processing.

I have strong interpersonal skills and enjoy working with others. I am a results oriented individual who sets goals and measures progress frequently. I am willing to accept responsibility for mistakes that I make and can work well with others to achieve common goals. I am a mature, responsible, and dependable individual who is a team player at all times.

I am confident that my background in operations and sales management, along with my strong desire to be a part of your team, will help me achieve great things in this position. I am always available for further discussions should you have any other questions.

Sincerely