Company details

Date

Dear recruiter,

I am writing to express my interest in the Operations Manager position that you have posted. As a highly experienced Operations Manager, I bring a wealth of knowledge and expertise to the table that will be a tremendous asset to your company. I have managed multiple concurrent projects and programs with the goal of achieving profitable results.

In my current role, I have successfully led a workforce of 100+ individuals and assisted in the creation of multiple successful programs. I have successfully led multiple initiatives aimed at reducing cost, improving efficiency, and increasing business revenues. I have achieved notable successes in these efforts by leading the development and implementation of initiatives such as cost reduction programs, quality improvement programs, process re-designing programs, and program creation.

I am a people person who values relationships. I place a high priority on building and maintaining positive working relationships with others in order to successfully complete goals and achieve desired results. I have strong written and oral communication skills, and I am proficient with computers.

I am confident that my experience and expertise will make me an excellent candidate for the Operations Manager position with your company. I would appreciate the opportunity to discuss my qualifications in person at an interview opportunity.

Sincerely