

Operations Manager Cover Letter Sample 1

Callie Cumberland

125 South 41st Street, Green Bay, Wisconsin, 70411

mrs.calliec@email.com

464 – 302 – 8755

Mrs. Brenda Janes

J&J Home Manufacturing

300 Hatchback Lane, Green Bay, Wisconsin, 70411

Dear Mrs. Janes,

I am writing to express my interest in the open operations manager position you have available at J&J Home Manufacturing. As an accomplished operations manager with a proven record of success, I believe you will find that my character traits and qualifications are well aligned with the requirements you are seeking. With my extensive experience and uniquely tailored skill set in this field, you will find me to be a very beneficial member of your team, and support system for your company.

Having over ten years of experience in this field with my current employer, Fuller Providers, I have become well adept at the daily tasks and duties required of me. My responsibilities include overseeing the inventory and distribution of goods, reviewing budgets and managing accounts, and analyzing statistics to complete reports. In addition, I also am in constant communication with higher management and stakeholders, to ensure all processes of the business are running smoothly.

During my time with Fuller Providers, I have accomplished many things. For example, I was able to develop a delivery system that maximized driver efficiency and productivity by over %30. This resulted in steadier and more reliable deliveries to Fuller industries all over the country. Additionally, I created a safety training program that reduced work related incidents and injuries by over 50% during the first year alone.

As you read through my resume, you will find that I have many skills that would be valuable to you and your company. I am computer literate and proficient with Microsoft Office. As a “people person,” my communication skills are very good, and I have the ability to motivate and reason with a large demographic of people. Quick decision making skills and organizational skills are a few other key traits I possess. You will also find that I have a good record of attendance and punctuality.

I strongly believe that I would make a great fit for your company. I share many of the same customer oriented values you and your company hold, and I feel I can genuinely serve you while maintaining a positive attitude and presence. I look forward to discussing my candidacy with your further, and I thank you for your time.

Sincerely,
Callie Cumberland