

Operations Manager Cover Letter Sample 2

Brandon Hickle

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Mr. Renaldo LaMeirca

Arista Incorporated

6177 Main Way Road, Kenosha, Wisconsin, 70413

Dear Mr. LaMeirca,

It is with great enthusiasm that I am writing to you today to express my deep interest in the operations manager position you have available at Arista Incorporated. With my business degree from the University of Wisconsin, and the seven years of experience I hold in this field, I believe I have the background you are looking for, and would be the ideal candidate. I possess many traits that would make me a valuable asset to your company, and can ensure you will see a difference in efficiency and productivity right away.

My current employer, LaVista Productions, has given me the opportunity to hone my skills and thrive as their operations manager. My regular responsibilities include managing the company's daily activities, analyzing reports and statistics, researching into better techniques and technologies to increase efficiency, managing budget costs, and implementing changes when needed to various systems.

In terms of accomplishments, I have found many successful ways to save LaVista Productions money, and boost staff performance. Last year alone, I reduced company-wide costs by 40% by implementing various techniques based on logic and statistics. Additionally, I developed a training program that all employees are required to partake in. As a result, new employee performance increased by 40%, and overall employee performance increased by over 60%.

My organizational skills have allowed me to keep an accurate filing system, and stay on task with all of my responsibilities. I am quite a good multi-tasker, and usually find myself successfully taking on several projects at once. As a critical thinker, I have the ability to view problems from many different angles, in order to find the best and most efficient solution. Other skills I possess are a vast knowledge of computers and Microsoft Office, and analytical and communication skills.

You will find that I meet all the requirements you are seeking, yet I can also offer you much more. While I understand that the workings of every company are different, I am an adaptable person and quick learner. I strongly believe that I will be able to transfer my record of success to your business without trouble. I look forward to discussing this opportunity further, and I thank you for your time and consideration.

Sincerely,
Brandon Hickle