

## Sample Cover Letters

Cover letter attachment when uploading your resume:

These are the job posting requirements for an operations manager role; I highlighted 3 key requirements:

**Design new processes, working cohesively with other teams on the roll out**

Maintain processes for all our products and offers, including clear and concise documentation

Set, maintain and improve provisioning SLAs

**Collaborate with global departments: Product, Sales, Finance, Delivery, Support, Technology)**

Establish strategies and processes for scalability

**Drive process automation, standardization, efficiency and customer experience improvements**

Support change management needs

Dear Hiring Manager:

I am applying for the Operations Manager position at XXX Company.

In my current role, I drive process automation projects that enhance the customer experience. These include designing a new process to automate enrollment that increased our NPR scores by 90%, as well as automating the inventory replenishment process, a move that achieved a \$4K annual expense reduction.

Throughout my career directing operations at global companies, I have collaborated with departments throughout the enterprise, including Product, Sales, Finance, Customer Support and Technology teams.

I look forward to discussing my potential contributions to XXX Company further.

Sincerely,  
Your Name

Cover letter written in the body of an email to a LinkedIn 2<sup>nd</sup> degree contact OR the hiring manager:

Subject line of the email:

If writing to LinkedIn contact: Connected through [mutual connection's name]

If writing directly to the hiring manager: Operations Manager for XXX Company

Body of the email to LinkedIn contact:

Dear XXX:

We are connected on LinkedIn through our mutual contact [person's name]. I have applied through the company portal for the Operations Manager position at XXX Company, and if you are willing, I would very much appreciate it if you would forward my resume to the hiring manager.

The position draws upon my strengths driving process automation projects that enhance the customer experience, which I have done throughout my career, working with global teams to deliver these initiatives.

Thank you for your time, and your willingness to be of help. I've attached my resume for you to forward to the hiring manager.

Best,  
Your Name

Body of the email to the hiring manager:

Dear [Hiring Manager's name]

I have applied through the company portal for the Operations Manager position at XXX Company, and am also sending you my resume directly, as I am confident that my qualifications align well with the requirements to succeed in this role.

In my current role, I drive process automation projects that enhance the customer experience. These include designing a new process to automate enrollment that increased our NPR scores by 90%, as well as automating the inventory replenishment process, a move that achieved a \$4K annual expense reduction.

Throughout my career directing operations at global companies, I have collaborated with departments throughout the enterprise, including Product, Sales, Finance, Customer Support and Technology teams.

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Sincerely,  
Your Name