**NATALIE BENSON** Operation Manager

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***COVER LETTER***

[Date]

**Hiring Manager**

[Company Name]

[Company Address]

[City, State, ZIP]

**Subject:** Application for Operations Manager Position

Dear Hiring Manager,

I am writing to express my interest in the Operations Manager position at [Company Name], as advertised. With six years of progressive experience in operations management within technology-driven organizations, I bring a solid blend of strategic thinking, data-informed decision-making, and a results-oriented mindset that aligns with your company’s goals for operational excellence.

In my current role at TechNova Solutions, I lead cross-functional teams and drive initiatives that have improved operational efficiency by over 20% and reduced annual costs by $150,000. I take pride in implementing smart systems like NetSuite ERP and streamlining supply chains to maximize both output and accuracy. My approach combines analytical problem-solving with strong leadership and communication, ensuring projects are executed with both precision and agility.

What excites me most about the opportunity at [Company Name] is your commitment to innovation and continuous improvement—values that deeply resonate with me. I am eager to bring my expertise in Lean practices, ERP implementation, and team development to contribute to your mission, enhance internal processes, and deliver measurable outcomes across your operations.

Thank you for considering my application. I look forward to the opportunity to further discuss how my background and passion for operational efficiency can add value to your team. I am available for an interview at your convenience and can be reached at [Your Phone Number] or via email at [Your Email Address].

Sincerely,

Natalie Benson