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| **Spencer Reeves** | | Operations Manager |
| 4567 Main Street // Metropolis, NY 98052 // (716) 555 - 0100 // sonu@example.com | | |
| **COVER**  **LETTER** | [Date]  **[Hiring Manager’s Name]**  [Company Name]  [Company Address]  [City, State, ZIP]  **Dear [Hiring Manager’s Name],**  I am writing to express my interest in the Operations Manager position at [Company Name]. With over a decade of experience leading cross-functional teams, optimizing business processes, and delivering measurable results in technology-driven environments, I am confident in my ability to contribute significantly to your operational success.  In my current role at TechCore Solutions, I implemented Lean Six Sigma methodologies that reduced operational costs by $1.2M annually and improved process efficiency by 22%. I also spearheaded a company-wide ERP migration to SAP, enhancing data accuracy by 35% and reducing reporting time by 50%. My leadership in driving remote operations during COVID-19 ensured 100% service uptime, underscoring my adaptability and commitment to operational excellence.  I am particularly drawn to [Company Name] because of your emphasis on innovation and efficiency in delivering exceptional customer experiences. My proven expertise in strategic planning, performance metrics, and vendor management aligns closely with your mission. I am eager to leverage my skills to not only maintain but enhance operational performance, streamline workflows, and support your long-term growth objectives.  I would welcome the opportunity to discuss how my background and vision can benefit [Company Name]. Thank you for considering my application. I look forward to the possibility of contributing to your team’s continued success.  Sincerely,  **Spencer Reeves** | |