

**[Your Full Name]**  
[Your Address]  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]  
[Title/Position]  
[Exhibition Company/Organization Name]  
[Company Address]

**RE: OPERATIONS MANAGER APPLICATION - [EXPO NAME / REFERENCE NUMBER]**

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Dear [Hiring Manager Name],

I am writing to formally express my interest in the Operations Management position for the upcoming [Expo Name], as advertised on [Where you saw the ad]. With a robust background in large-scale event logistics, supply chain coordination, and vendor management, I am confident in my ability to streamline the complex operational requirements of your world-class exhibition.

During my tenure at [Previous Company/Project], I successfully oversaw the end-to-end logistics for [Number] major events. My expertise lies in managing load-in/load-out schedules, coordinating with freight forwarders, and ensuring site safety compliance. I am particularly skilled at navigating the high-pressure environment of expo floors, where I have a proven track record of reducing drayage delays and optimizing floor-plan efficiency for hundreds of exhibitors.

I am highly proficient in [List specific software, e.g., CAD, ERP, or Project Management tools] and possess a deep understanding of international shipping regulations and customs clearance. I pride myself on my ability to manage multi-disciplinary teams-from technical contractors to security personnel-ensuring that every operational milestone is met within budget and on schedule.

The reputation of [Company Name] for delivering seamless attendee experiences is what draws me to this role. I am eager to bring my strategic planning skills and problem-solving mindset to your operations team to ensure the continued success of your exhibition portfolio.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my operational expertise can benefit the [Expo Name] team.

Sincerely,

[Signature (if sending by mail)]

**[Your Printed Name]**