

[Your Full Name]

[City, State/Country] | [Phone Number]

[Email Address] | [LinkedIn Profile URL]

[Date]

[Recipient Name]

[Title/Role]

[Company Name]

Dear [Recipient Name],

I am writing to express my interest in the **Global Operations Project Manager** position at [Company Name]. With a proven track record of steering cross-functional initiatives across international markets and optimizing supply chain efficiencies, I am confident in my ability to drive operational excellence within your global framework.

In my previous role at [Previous Company], I spearheaded [Project Name], which resulted in a [Percentage]% increase in regional productivity and a [Dollar Amount] reduction in overhead costs. My expertise lies in aligning diverse stakeholders, navigating complex regulatory landscapes, and implementing scalable methodologies like [Agile/Lean/Six Sigma] to meet aggressive global milestones.

I am particularly drawn to [Company Name]'s recent expansion into [Specific Market/Region] and your commitment to [Company Value or Strategic Goal]. I am eager to leverage my background in global vendor management and resource allocation to support your continued growth.

I look forward to the possibility of discussing how my experience in global project lifecycles can contribute to the success of your operations team. Thank you for your time and consideration.

Sincerely,

[Your Name]