

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the Operations Director position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who currently serves as [Referral's Title] at your organization and spoke highly of the company's commitment to [Company Value or Goal].

With over [Number] years of experience in operational leadership, I have a proven track record of optimizing supply chains, reducing overhead costs by [Percentage], and scaling internal infrastructures to support rapid growth. In my previous role at [Previous Company], I successfully led a cross-functional team of [Number] to streamline [Specific Process], resulting in a [Result/Metric] improvement in efficiency.

My approach to operational excellence focuses on data-driven decision-making and fostering a culture of continuous improvement. I am particularly drawn to [Company Name] because of your recent initiative in [Industry Trend/Company Project], and I am confident that my background in [Specific Skill] aligns perfectly with your strategic objectives.

I have attached my resume for your review and would welcome the opportunity to discuss how my operational expertise can contribute to the continued success of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Typed Name]