

[Your Full Name]
[Phone Number] | [Email Address]
[LinkedIn Profile] | [City, State]

[Date]

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

RE: [Job Title] - [Job ID/Reference Number]

Dear [Hiring Manager Name],

As a veteran Operations Manager with [Number] years of experience overseeing complex workflows and cross-functional teams, I am writing to express my interest in the [Job Title] position at [Company Name]. My background in optimizing operational efficiency, managing large-scale budgets, and mitigating risk aligns directly with the strategic project leadership requirements of your organization.

Throughout my career in operations, I have consistently acted as a de facto Project Manager, spearheading initiatives that required meticulous planning and execution. Key highlights of my professional background include:

- **Project Lifecycle Oversight:** Managed [Type of Project] from conception to delivery, resulting in a [Percentage]% increase in productivity.
- **Strategic Resource Allocation:** Directed annual budgets of \$[Amount] and coordinated personnel across multiple departments to meet strict deadlines.
- **Process Improvement:** Implemented [Specific Methodology, e.g., Lean or Six Sigma] practices that reduced operational overhead by [Percentage]%.
- **Stakeholder Communication:** Bridged the gap between executive leadership and technical teams to ensure project alignment with overarching business goals.

Transitioning from operations to formal Project Management allows me to leverage my ability to navigate ambiguity and solve high-stakes problems. I am eager to apply my expertise in [Specific Skill, e.g., Agile methodologies or ERP implementation] to help [Company Name] achieve its upcoming milestones for [Mention a specific company goal or project].

Thank you for your time and consideration. I look forward to discussing how my operational foundation and project leadership skills can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]