

**[Your Full Name]**

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name]. Having spent [Number] years spearheading operational efficiency within the nonprofit sector, I am eager to pivot my expertise in resource optimization, cross-functional leadership, and process improvement to a high-growth corporate environment.

In my most recent role as Operations Manager at [Nonprofit Name], I was responsible for [list a key achievement, e.g., managing a \$X million budget or scaling internal systems]. While the mission was social impact, the methodology was strictly business-centric. I successfully [describe a quantifiable achievement, such as reducing overhead costs by X% or implementing a new ERP system], demonstrating that I can deliver lean, scalable results under tight constraints—a mindset I am ready to apply to [Company Name]'s bottom-line objectives.

Transitioning from the nonprofit sector allows me to bring a unique perspective on stakeholder management and mission-driven urgency. I am particularly drawn to [Company Name] because of [mention a specific corporate project, value, or market achievement]. I am confident that my ability to bridge the gap between high-level strategy and daily execution will make me a valuable asset to your operations team.

I look forward to the possibility of discussing how my background in agile operations and strategic planning can support [Company Name]'s continued growth. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]