

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

[Date]

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

I am writing to express my strong interest in the **Operations Manager** position at [Company Name]. Having served as an Executive Assistant to the [Title of Executive] at [Current/Previous Company] for [Number] years, I have developed a deep understanding of organizational workflows and business strategy. I am now eager to pivot my career into a dedicated operations leadership role where I can apply my expertise in process optimization and resource management.

In my previous role, my responsibilities extended far beyond administrative support. I acted as a strategic partner, overseeing [Specific Project or Departmental Function] and successfully [mention a specific achievement, e.g., reducing operational costs by X% or implementing a new CRM system]. This experience has equipped me with the ability to bridge the gap between high-level executive vision and daily departmental execution.

My core competencies align directly with the needs of your operations team, including:

- **Workflow Design:** Streamlining internal procedures to increase team productivity.
- **Cross-Functional Collaboration:** Coordinating between departments to ensure project alignment.
- **Data-Driven Decision Making:** Utilizing [Software/Tools] to track KPIs and report on operational health.
- **Problem Solving:** Identifying bottlenecks and implementing scalable solutions.

I am particularly drawn to [Company Name] because of your [mention a specific company value or recent project]. I am confident that my unique background in managing executive-level priorities will allow me to hit the ground running and contribute to the continued efficiency of your operations.

Thank you for your time and consideration. I look forward to the possibility of discussing how my transition from executive support to operations management can benefit [Company Name].

Sincerely,

[Your Name]