

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Hiring Team],

I am writing to express my interest in the E-commerce Operations Associate position at [Company Name]. With a strong background in [mention 1-2 key skills, e.g., inventory management, order fulfillment, or marketplace optimization], I am eager to contribute to the efficiency and growth of your online retail operations.

In my previous role at [Previous Company/Experience], I successfully managed [specific task, e.g., SKU listings or vendor communications], resulting in a [percentage/metric] increase in operational efficiency. I am proficient in [Software/Tools, e.g., Shopify, Magento, ERP systems, or Excel] and have a proven track record of maintaining high accuracy in fast-paced digital environments.

I am particularly drawn to [Company Name] because of your [mention a specific company value or recent achievement]. I am confident that my detail-oriented approach and problem-solving skills will help streamline your backend processes and improve the overall customer experience.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your operations team.

Sincerely,

[Your Name]