

**[Your Full Name]**

[Your Address]

[Phone Number] | [Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry Level Operations Associate position at [Company Name], as advertised on [Platform Name]. With a strong foundation in [Your Degree/Field of Study] and a keen interest in process optimization and organizational efficiency, I am eager to contribute to the operational success of your team.

During my time at [University/Previous Internship], I developed a reputation for being highly organized and detail-oriented. I successfully [mention a specific achievement, e.g., managed a project, improved a workflow, or handled data entry] which resulted in [specific outcome, e.g., a 10% increase in efficiency]. These experiences have equipped me with the analytical skills and technical proficiency in [mention software, e.g., Excel, CRM, or ERP tools] necessary to excel in a fast-paced operations environment.

What attracts me to [Company Name] is your commitment to [mention a company value or recent project]. I am particularly impressed by your approach to [specific business area] and am confident that my ability to streamline tasks and support cross-functional teams will be an asset to your operations department.

I am eager to bring my proactive mindset and dedication to [Company Name]. Thank you for your time and consideration. I look forward to the possibility of discussing how my background aligns with the needs of your operations team.

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]