

[Your Full Name]

[Your Address / City, State]

[Your Phone Number]

[Your Email]

[Your LinkedIn Profile]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Global Operations Team"],

I am writing to express my interest in the Global Operations Associate position at [Company Name]. With a background in [Key Skill/Background, e.g., Supply Chain Management or Process Optimization] and a proven track record of supporting cross-functional international teams, I am confident in my ability to contribute to your global scaling efforts.

In my previous role as [Current/Previous Job Title], I successfully managed [Specific Project or Metric, e.g., logistics for a 15-country region] which resulted in a [Percentage/Metric] improvement in operational efficiency. I am highly proficient in [Software/Tools, e.g., ERP systems, SQL, or Project Management tools] and thrive in fast-paced environments that require navigating complex global regulatory landscapes and time zones.

I am particularly drawn to [Company Name] because of [Specific reason the company stands out, e.g., its commitment to sustainable logistics or rapid expansion into Asian markets]. I am eager to apply my analytical mindset and passion for operational excellence to help your team streamline workflows and reduce overhead.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in global logistics and process improvement can support [Company Name]'s long-term objectives.

Sincerely,

[Your Signature]

[Your Printed Name]