

[Your Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Team],

I am writing to express my enthusiastic interest in the Junior Business Operations Associate position at [Company Name], as advertised on [Platform/Source]. With a background in [Degree/Field] and a strong foundation in process optimization and data analysis, I am eager to contribute to the operational efficiency and growth of your team.

During my previous experience at [Previous Company/Internship], I focused on streamlining internal workflows and supporting cross-functional projects. I successfully [mention a specific achievement, e.g., reduced reporting turnaround time by 15% or automated a manual data entry task], which enhanced team productivity. I am particularly drawn to [Company Name] because of your recent [mention a specific company initiative, value, or product].

My core competencies include:

- Data-driven decision making and reporting via [Software/Tool]
- Identifying and resolving process bottlenecks
- Collaborating with stakeholders across Product, Sales, and Finance
- Project management support and documentation

I am a proactive problem-solver who thrives in fast-paced environments. I am confident that my analytical mindset and attention to detail make me a strong fit for this role. I look forward to the possibility of discussing how my skills can support the operational goals of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Full Name]