

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my interest in the Sales Operations Associate position at [Company Name]. With a background in [Your Previous Field/Background] and a strong focus on data-driven decision-making and process optimization, I am eager to contribute to your team's efficiency and growth.

In my previous experience, I have successfully managed CRM workflows and supported sales teams by [Mention a specific skill, e.g., streamlining reporting or improving data integrity]. I am particularly drawn to [Company Name] because of your [Mention a specific company value or recent achievement].

My core competencies include:

- CRM Administration & Data Hygiene (Salesforce/HubSpot)
- Sales Pipeline Analysis & Forecasting
- Process Automation & Workflow Optimization
- Cross-functional Collaboration between Sales, Marketing, and Finance

I am confident that my analytical mindset and technical skills make me a strong fit for this role. I look forward to the possibility of discussing how my experience can help [Company Name] scale its sales operations.

Thank you for your time and consideration.

Sincerely,

[Your Name]