

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

[Date]

[Hiring Manager Name]
[Department Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name], I am writing to express my interest in the Technical Operations Associate position at [Company Name], as advertised on [Platform/Source]. With a background in [Technical Field/Degree] and a focus on process optimization and system reliability, I am eager to contribute to your operations team. In my previous experience at [Previous Company Name], I was responsible for [Key Technical Task, e.g., monitoring system performance/managing incident response]. I successfully implemented [Specific Project or Tool], which resulted in a [Percentage/Metric] improvement in [Efficiency/Uptime]. I am proficient in [Tool/Language 1], [Tool/Language 2], and [Tool/Language 3], allowing me to bridge the gap between technical infrastructure and business objectives. I thrive in fast-paced environments where proactive problem-solving is essential. My approach to technical operations centers on automation, thorough documentation, and cross-departmental collaboration. I am particularly impressed by [Company Name]'s recent work in [Specific Company Achievement or Project] and am confident that my technical skills can support your continued growth. Thank you for your time and consideration. I look forward to the possibility of discussing how my technical background and operational mindset can benefit [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]