

[Your Full Name]
[Your Address]
[City, State, Zip]
[Phone Number] | [Email Address]

[Date]

[Hiring Manager Name]
[Title]
[Hedge Fund Name]
[Office Address]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my strong interest in the Operations Director position at [Hedge Fund Name]. With over [Number] years of experience managing middle- and back-office functions for sophisticated investment vehicles, I have developed a proven track record of optimizing trade lifecycles, institutionalizing risk controls, and scaling operational infrastructure to support diverse alpha-generating strategies.

Throughout my career at [Previous Firm], I successfully led initiatives that resulted in [Specific Achievement, e.g., a 20% reduction in settlement failures or the implementation of a new OEMS]. My expertise encompasses NAV oversight, treasury management, counterparty relationship management, and ensuring rigorous compliance with [Specific Regulations, e.g., SEC/NFA/UCITS] frameworks. I am particularly adept at bridging the gap between front-office requirements and robust operational execution.

I am drawn to [Hedge Fund Name] due to your reputation for [Specific Fund Attribute, e.g., quantitative excellence/global macro focus]. I am confident that my experience in [Specific Skill, e.g., shadow accounting or fund administrator oversight] will allow me to contribute immediately to the stability and efficiency of your platform.

Thank you for your time and consideration. I look forward to discussing how my operational leadership can support [Hedge Fund Name]'s continued growth and investment objectives.

Sincerely,

[Your Signature]

[Your Printed Name]