

**[Your Full Name]**

[Phone Number] | [Email Address]

[LinkedIn Profile URL] | [City, State]

[Date]

[Hiring Manager Name]

[Title, e.g., Managing Partner]

[Private Equity Firm Name]

[Firm Address]

Dear [Hiring Manager Name],

Re: Principal - Operations / Portfolio Operations

I am writing to express my interest in the Principal position within the Portfolio Operations group at [Firm Name]. With a background spanning [Number] years in [previous roles, e.g., management consulting and mid-market PE operations], I have developed a repeatable framework for driving EBITDA growth and institutionalizing operational excellence across [Industry Focus] portfolios.

Throughout my career, I have specialized in the "First 100 Days" post-acquisition phase, focusing on margin expansion and organizational transformation. My core competencies include:

- **Value Creation Planning:** [Briefly mention a specific achievement regarding strategic roadmaps].
- **Operational Turnarounds:** [Briefly mention a specific metric, e.g., reducing SG&A by X% or improving OEE by Y%].
- **Leadership & Governance:** [Briefly mention experience coaching C-suite executives or restructuring management teams].

[Firm Name]'s reputation for [mention a specific firm trait, e.g., hands-on partnership or focus on the lower middle market] aligns with my philosophy that sustainable alpha is generated through operational rigor rather than financial engineering alone. I am particularly impressed by your recent investment in [Portfolio Company Name] and believe my experience in [Relevant Sector] would allow me to contribute immediately to your current investment cycle.

I welcome the opportunity to discuss how my operational toolkit can support [Firm Name]'s portfolio companies in realizing their full potential. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]