

[Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name/Managing Partner]
[Title]
[Private Equity Firm Name]
[Firm Address]
[City, State, Zip Code]

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

I am writing to express my strong interest in the Chief Operating Officer position at [Private Equity Firm Name]. With a proven track record of driving operational excellence, institutionalizing platforms, and maximizing portfolio value, I am eager to bring my expertise in [Specific Industry or Asset Class] to your leadership team.

In my most recent role as [Current/Previous Title] at [Current/Previous Company], I spearheaded initiatives that resulted in [Key Achievement: e.g., 20% margin expansion or successful integration of X add-on acquisitions]. As I transition into this next phase of my career, my focus is on applying my institutional knowledge of fund operations, LP relations, and portfolio company oversight to help [Private Equity Firm Name] scale its current AUM and optimize internal efficiencies.

My core competencies align directly with the requirements of a high-growth PE environment, specifically in:

- **Strategic Operations:** Streamlining back-office functions and GP-level reporting to meet institutional standards.
- **Portfolio Transformation:** Working alongside Deal Partners to implement 100-day plans and drive EBITDA growth.
- **Risk & Compliance:** Navigating complex regulatory landscapes and enhancing ESG integration across the fund.
- **Talent Leadership:** Building high-performing finance and operations teams to support rapid deployment cycles.

I have long admired [Private Equity Firm Name]'s reputation for [mention a specific firm attribute, e.g., thematic investing/operational turnaround focus]. I am confident that my background in [relevant experience] will allow me to make an immediate impact on your firm's operational resilience and investment outcomes.

I welcome the opportunity to discuss how my transition can serve the strategic goals of [Private Equity Firm Name]. Thank you for your time and consideration.

Sincerely,

[Signature (if sending by mail)]

[Full Name]