

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

[Date]

[Hiring Manager Name/Board Member Name]  
[Title]  
[Company Name]  
[Company Address]

Dear [Recipient Name/Search Committee],

I am writing to express my interest in the Chief Operating Officer position at [Company Name]. Having spent [Number] years driving operational excellence and scaling business models within the [Specific Tech Sector, e.g., SaaS/FinTech/AI] space, I am eager to leverage my experience in organizational transformation to lead [Company Name] through its next phase of growth.

Throughout my career, I have specialized in bridging the gap between visionary product strategy and disciplined execution. At [Current/Previous Company], I successfully [mention a major operational achievement, e.g., scaled operations from X to Y revenue or led a post-merger integration]. This transition period for [Company Name] requires a leader who can optimize internal workflows while maintaining the agility necessary for tech innovation, and I am confident in my ability to deliver these results.

My core competencies include:

- **Scaling Infrastructure:** Implementing robust systems to support rapid user and headcount growth.
- **Financial Stewardship:** Aligning P&L management with long-term strategic objectives and investor expectations.
- **Cross-Functional Leadership:** Harmonizing Engineering, Sales, and Product teams to eliminate silos and accelerate time-to-market.
- **Change Management:** Navigating cultural and structural transitions during [IPO/Acquisition/Pivot] phases.

I admire [Company Name]'s commitment to [mention a specific company value or recent product release]. I am prepared to bring a data-driven approach to your operations to ensure that your technical milestones are met with operational efficiency and sustainable profitability.

I look forward to discussing how my background in tech operations can support [Company Name]'s strategic vision. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]