

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Re: Chief Operating Officer Application

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

I am writing to express my interest in the Chief Operating Officer position at [Company Name]. Having served as the Head of Operations at [Startup Name], where I navigated the complexities of rapid scaling and lean resource management, I am eager to bring my expertise in operational excellence and strategic execution to a corporate leadership role within your organization.

During my tenure at [Startup Name], I was responsible for [Key Achievement 1, e.g., scaling the team from 10 to 100+], [Key Achievement 2, e.g., reducing operational overhead by 30%], and [Key Achievement 3, e.g., overseeing the integration of cross-functional systems]. My experience in a high-growth environment has equipped me with a unique ability to bridge the gap between visionary strategy and disciplined execution—a balance I believe is vital for [Company Name]'s continued success in [Industry/Market].

Transitioning from a startup environment to a corporate COO role, I bring a focus on "agility at scale." I am adept at identifying institutional bottlenecks and implementing rigorous, data-driven processes that enhance efficiency without stifling innovation. My background in [Specific Skill, e.g., P&L management, supply chain optimization, or organizational design] aligns directly with the requirements outlined in your search for a leader who can drive long-term institutional stability.

I am impressed by [Company Name]'s recent [Specific Company Milestone or Initiative], and I am confident that my hands-on leadership style and track record of delivering measurable ROI will be an asset to your executive team. I welcome the opportunity to discuss how my background in operational transformation can support your strategic objectives for the upcoming fiscal year.

Thank you for your time and consideration.

Sincerely,

[Your Name]