123 Penguin Drive

Youngstown, Ohio 44555

July 29, 2024

John Smith

Hiring Manager

ABC Company

456 Brown Road

Cleveland, Ohio 44101

Dear Mr. Smith:

I am excited to be applying for the Operations Manager position at ABC Company. I learned of this posting through your company website. I recently earned my Bachelor of Science in Business Administration with a major in Management from Youngstown State University in May 2024. I believe that my education and previous work experience have helped me develop the leadership and communication skills necessary for this position.

During my previous role at Retail Ocean, I was responsible for overseeing the full spectrum of fulfillment and sales operations, including analyzing existing operational models and communicating quality standards to cross-functional teams. I established a new reporting structure that streamlined logistical operations and resulted in a 23% increase in sales call activity and a 19% increase in overall revenue. As a manager, I also understood the importance of optimizing business processes without sacrificing personal connections with employees. I thrived on encouraging employee performance and was commended by senior leadership for my ability to ensure adherence to established organizational procedures while maintaining a positive and motivating corporate culture.

In researching your company, I am only more excited to become a part of the ABC team. I especially appreciate the effort that your company has put into investing into the United States by creating 275,000+ full-time US-based jobs. I also identify with your people-focused approach to management and would be honored to be a part of your impact on local communities.

I look forward to speaking with you further about how my combined education and expertise can create the greatest impact for ABC. I can be contacted anytime by phone at (555) 123-4567 or by e-mail at ppenguin@gmail.com. Thank you for your time and consideration.

Sincerely,

Pete Penguin