

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to formally propose my services as [Job Title/Operations Leader] for [Company Name]. Having followed your organization's recent [mention a recent company achievement or growth milestone], I am confident that my expertise in streamlining complex workflows and driving bottom-line efficiency can significantly accelerate your current trajectory.

In my previous role at [Previous Company], I specialized in transforming operational bottlenecks into scalable systems. My approach combines data-driven decision-making with a focus on cross-functional collaboration. Key highlights of my impact include:

- **Cost Optimization:** Reduced annual overhead by [Percentage]% through strategic vendor renegotiations and waste reduction protocols.
- **Process Efficiency:** Re-engineered supply chain workflows, resulting in a [Percentage]% increase in throughput speed.
- **Scalability:** Implemented [Specific Software/Methodology] that supported a [Percentage]% growth in customer volume without increasing headcount.

I have identified several opportunities where [Company Name] can further optimize [specific department, e.g., logistics/internal communications/production]. I am eager to apply my skills in lean methodology and change management to ensure your operations are not just functional, but a competitive advantage.

I would welcome the opportunity to discuss how my operational framework can help [Company Name] achieve its targets for the upcoming fiscal year. I have attached my resume for your review and am available for an interview at your earliest convenience.

Thank you for your time and consideration.

Sincerely,

[Your Name]