## Director of Operations Cover Letter

Name Here

123 Street, Anytown, Country| Zip Code | · xxx-xxx-xxxx · example@email.com

Date

Recipient Name

Director, Human Resources

XYZ Company

123 Business Rd.

Business City, NY 54321

Dear Mr. Last Name,

I'm writing to express my interest in the director of operations position at XYZ Company. Ms. Jones, a manager at your business, is a former colleague, and she suggested that my skills and experiences would be an ideal match for the position.

Your job listing indicates that you are seeking a candidate with superior attention to detail. For the past five years, I have successfully developed and maintained all data systems, including schedules and records for a business employing more than 100 people. Given my ability to manage a multitude of systems with great attention to detail, I earned an award for Most Valuable Administrative Staff Member this past year.

I would love the opportunity to bring my skills as a detail-oriented leader to your business. I have enclosed my resume for your review and look forward to speaking with you about the position in person. Thank you for your time and consideration.

Sincerely,

Signature (hard copy letter)

Name Here