**Operations Analyst Cover Letter**

Jensen Pope

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Dear Hiring Manager,

I am thrilled to learn of and apply for the Operations Analyst position at Innovation Advertising. Throughout my previous position at Flagship Industrial, I have taken initiatives that have advanced my skill set well beyond my years of experience. It is my self-drive and determination that will help Innovation Advertising create more efficient operations, save the company money and foster growth opportunities.

At Flagship Industrial, my direct supervisor was highly supportive and provided me with endless learning opportunities as well as direct responsibilities. Some of these responsibilities allowed me to implement changes in former business practices. I selected a new CRM program that resulted in saving an average of 12 labor hours per employee per month and roughly $100,000 annually on operational expenditures.

I also helped establish processes and procedures for each employee to follow to help save time rather than him or her having to phone a help desk, wait for IT or to search the program endlessly. This has also led to improving productivity and job satisfaction by 12% during the implementation phase of the CRM.

Thank you kindly for your time and consideration. I am highly excited to learn more details about the position and the ways in which I can contribute positively and dynamically to the role of Operations Analyst for Innovation Advertising. Currently, I am working on eliminating redundant steps taken by several people in the same departments, which could also benefit the bottom line of Innovation Advertising in the long term. I look forward to hearing from you soon.

Sincerely,

Jensen Pope