

Jordan Taylor

January 16, 2026

Acme Corporation

RE: Entry Level Operations Director

Dear Hiring Manager,

I am writing to express my enthusiasm for the Entry Level Operations Director position at Acme Corporation, as advertised on LinkedIn. With a strong academic background in business management and recent hands-on experience in operations, I am excited about the opportunity to contribute to your team and help streamline processes to enhance overall efficiency and productivity.

During my time as a summer intern at XYZ Solutions, I successfully led a project aimed at reducing operational costs by analyzing workflow inefficiencies. By implementing a new inventory management system, my team and I achieved a 15% reduction in material waste, ultimately saving the company over \$30,000 annually. Additionally, I collaborated with various departments to develop a cross-training program that improved team versatility and reduced project turnaround times by 20%. These experiences have equipped me with a keen understanding of operational processes and the ability to identify and implement effective solutions.

I am particularly drawn to this role at Acme Corporation because of your commitment to innovation and operational excellence. I am eager to bring my analytical skills and proactive approach to your team, ensuring that we continue to exceed performance metrics and deliver exceptional results. I am confident that my background and passion align well with the goals of your organization.

I look forward to the opportunity to discuss my application further and how I can contribute to the operational success of Acme Corporation. Thank you for considering my application.

Sincerely,

Jordan Taylor