

Jordan Tanner

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Acme Corporation

RE: Freelance To Full Time Operations Manager

Dear Hiring Manager,

I am excited to apply for the Freelance To Full Time Operations Manager position at Acme Corporation, which I discovered on LinkedIn. With a robust background in operations management and a proven track record of optimizing processes, I am eager to bring my expertise to your team and contribute to Acme's continued success.

During my time as a freelance operations consultant, I successfully led a project for a mid-sized tech company where I identified inefficiencies in their supply chain management. By implementing a new inventory tracking system, I reduced excess stock by 30%, which translated into significant cost savings and improved service delivery times. Additionally, I spearheaded a cross-functional team initiative that streamlined onboarding processes, resulting in a 25% decrease in employee ramp-up time. These experiences have honed my ability to drive operational excellence and foster collaboration across departments.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to innovation and efficiency. I am enthusiastic about the prospect of leveraging my freelance insights and experiences to enhance your operational frameworks. I would be thrilled to discuss how my background and skills align with your needs and how I can add value to your team. Thank you for considering my application; I look forward to the opportunity to speak with you soon.

Sincerely,

Jordan Tanner