

Jordan Alexander Smith

January 16, 2026

Acme Corporation

RE: Operations Manager

Dear Hiring Manager,

I am excited to apply for the Operations Manager position at Acme Corporation, as advertised on your careers page. With over eight years of experience in operations management and a proven track record of enhancing efficiency and productivity in dynamic environments, I am eager to bring my expertise to your team and contribute to the continued success of Acme Corporation.

In my previous role at Global Solutions Inc., I successfully led a team that implemented a new inventory management system, which resulted in a 30% reduction in stock discrepancies and a 20% decrease in order fulfillment time. By analyzing workflow processes and identifying bottlenecks, I was able to streamline operations that not only improved service level agreements but also increased customer satisfaction scores by 15%. Additionally, I spearheaded a cost-reduction initiative that saved the company over \$200,000 annually by renegotiating contracts with suppliers and optimizing resource allocation.

I am particularly drawn to the opportunity at Acme Corporation because of your commitment to innovation and excellence in operations. I am eager to leverage my background in process improvement and team leadership to help drive your operational strategies forward. I am confident that my proactive approach and analytical skills will align well with the goals of your organization.

I would welcome the opportunity to discuss how my experience and vision can contribute to the ongoing success of Acme Corporation. Thank you for considering my application; I look forward to the possibility of speaking with you soon.

Sincerely,

Jordan Alexander Smith