Rebecca Lawson
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[Date]

The Hiring Manager
XXXX Company
Adelaide, SA

Dear Hiring Manager,

I am writing to express my interest in the Senior Operations Manager position at XXXX Company. With more than ten years leading operations teams and improving how organisations run, I am drawn to a role where I can build efficient teams and deliver measurable results.

As an Operations Manager I currently lead a department of 25 across three teams, with accountability for the annual operating budget. I redesigned a core process that cut turnaround time by around 30 per cent without adding headcount, and introduced quarterly planning that improved on-time delivery while reducing overtime. I take particular pride in developing people, having mentored two team leaders into management roles.

I would welcome the opportunity to discuss how my experience could support the goals of XXXX Company. My resume is attached, and I would be glad to meet at a time that suits you. Thank you for your consideration.

Kind regards,

Rebecca Lawson