

Operations Manager cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

SAMPLE LETTER: EXPERIENCED

Dear Hiring Manager,

I am applying for the Operations Manager position at [Organisation name]. I have nine years of experience in operations, currently managing a 1.5 lakh square foot fulfilment centre for an e-commerce company near Bhiwandi, with around 450 staff across three shifts.

I am responsible for inbound, storage, picking, packing and dispatch, along with safety, staffing and the site budget. When I took over, the site regularly missed courier cut-off times during sale periods. I reorganised the layout so that fast-moving products sat closest to packing stations, introduced wave picking by courier partner and set up hourly production boards on the floor. On-time dispatch during the next major sale was the best in our region, and overtime hours fell compared with the previous sale.

I run daily review meetings with shift leads, monthly reviews with the regional head and quarterly audits on safety and inventory accuracy. I also manage relationships with manpower agencies and courier partners.

My notice period is sixty days. I would welcome the chance to visit your site and discuss your operational priorities.

Regards,
[Your name]

SAMPLE LETTER: FRESHER

Dear Hiring Manager,

I am applying for the Assistant Operations Manager position at [Organisation name]. I completed my MBA in operations management this year and, before that, worked two years as a shift supervisor at a quick-service restaurant chain in Delhi NCR, managing teams of twelve during peak hours.

At the restaurant I handled shift scheduling, stock counts, food safety checks and cash reconciliation. Our outlet had the longest drive-through wait in the zone. I timed each step for two weeks, found that orders were being assembled before payment was confirmed, which caused remakes, and rearranged the station layout with the outlet manager. Average wait time dropped noticeably, and the zonal team used our layout in two other outlets.

During my MBA internship at a third-party logistics company, I studied picking errors at a warehouse and recommended clearer bin labels and a short pre-shift briefing, which the site manager trialled with good results.

I am comfortable with Excel, basic SQL and dashboards, and I like being on the floor where work actually happens. I can join immediately and am open to shift-based roles. Thank you for considering my application.

Regards,
[Your name]

BEFORE YOU SEND IT

- Describe the operation you run in numbers, such as site size, headcount, shifts, locations or daily volume, so the reader can judge your scale immediately.
- Pick one bottleneck you fixed and explain what you measured, what you changed and what improved, such as on-time dispatch, turnaround time or cost per order.
- Mention the people side clearly, including shift leads, vendors and manpower agencies you manage, because operations roles are as much about teams as processes.
- Keep confidential cost figures, client names and internal SOPs out of the letter; talk about outcomes in relative terms and offer to explain your methods in an interview.