

[Your name]

City, State | Phone | Email

Dear [Hiring manager's name],

I am applying for the [Role] position at [Company name]. With six years of experience in operations analysis and a record of cutting fulfillment times through data-driven process changes, I believe I can help your team scale reliably as order volume grows.

In my current role, I lead weekly performance reviews for three regional warehouses. When late shipments began rising, I analyzed pick-path data in SQL, identified slotting problems in our highest-volume zones and worked with site managers to redesign the layout. Within one quarter, average fulfillment time fell by 18% and overtime costs dropped noticeably. I also built a set of Tableau dashboards that leadership now uses to track throughput and staffing needs.

What draws me to [Company name] is your focus on same-day delivery in growing metro markets. That goal depends on clean data and quick decisions on the warehouse floor, and it is the kind of work I enjoy most. I am comfortable translating analysis into plain recommendations for managers and following through until changes stick.

I would welcome the chance to discuss how my experience could support your operations team. Thank you for your time and consideration.

Sincerely,

[Your name]