

Sep 28, 2026

Dear Hiring Manager,

I am writing to express my interest in the Operations Manager position at Target Company. With a Bachelor's degree in Business Administration and six years of experience as an Operations Specialist, I have developed a strong foundation in process improvement and data analysis, which I believe aligns well with your commitment to operational excellence and customer satisfaction.

Throughout my career, I have honed my skills in project management and team leadership, focusing on fostering cross-functional collaboration to drive efficiency. My detail-oriented approach allows me to analyze performance metrics critically, ensuring informed decision-making that supports business goals. I take pride in mentoring teams and cultivating an environment where continuous improvement thrives.

The retail sector is dynamic, requiring adaptability and strategic planning—qualities that define my working style. I understand the importance of managing inventory effectively while optimizing supply chain processes to enhance service delivery. My proactive problem-solving mindset enables me to navigate challenges efficiently within fast-paced environments.

I am particularly drawn to Target Company's mission of enhancing customers' lives through exceptional service and quality products while upholding values of integrity and community commitment. It would be a privilege to contribute my experience in operations management toward achieving these objectives.

Thank you for considering my application. I look forward to the possibility of discussing how I can support Target Company's vision for operational excellence.

Sincerely,
Li Zhang