

Example Cover Letter – Management Role

Management roles require candidates to demonstrate more than technical competence.

Employers are usually looking for leadership, sound judgement, service improvement and the ability to deliver results through other people.

This example reflects those priorities.

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Dear Hiring Manager

I am delighted to apply for the Operations Manager position.

Throughout my career I have enjoyed leading operational services, developing teams and improving performance. Reading your job description, I was particularly interested in your commitment to continuous improvement and delivering high-quality services for customers.

In my current role, I lead a multidisciplinary team responsible for operational delivery across several locations. Over the past year, I introduced new performance reporting arrangements and a shared dashboard, which improved communication between operational teams, reduced duplicated work and supported a service improvement project that shortened processing times while improving customer satisfaction.

I believe my experience of leading people, managing change and improving services would help me support your organisation's priorities, and I would welcome the opportunity to discuss this further.

Thank you for considering my application.