

Operations Coordinator Cover Letter Template Sample

(your name)

(your address)

(your city, state, zip code)

(your phone number)

(your email id)

(date)

(employer name)

(employer title)

(employer company)

(company address)

(company city, state, zip code)

Dear _____,

This letter is written to express my interest to fill in one of the job vacancy in your company. As I understand from _____ Daily dated _____, you have an opening for a position as Operations Coordinator. I notice that the requirements that you ask meet with the qualities I have. Therefore, I would like to be considered as one of the candidate for the position.

As the addition, I have _____ years of experience working as Operations Coordinator in _____ Corp with excellent track record. I excel in the knowledge and understanding of marketing, finance, and sales. The interpersonal skill and excellent verbal and written communication skills that I possess will go along well with my networking ability. Here I enclose my resume for further review of my competencies.

I would be grateful if you could contact me so we could discuss about this job opportunity in person. Thank you for taking your time reviewing my application.

Sincerely yours,

(signature)

(your complete name)