

Andrew Daniels

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Mathew Gordon
Hiring Manager
Dayjob Ltd
120 Vyse Street
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20th March 2012

Dear Mr Gordon

I am writing to express my interest in your vacancy for a Operations Manager, which was advertised yesterday on the www.dayjob.com website.

As an experienced operations manager who possesses extensive IT knowledge, strong leadership skills and superb relationship management abilities, I feel I would be an ideal candidate for the position.

A review of my attached CV will quickly confirm to you that I am able to design and implement process improvements aimed at streamlining activities whilst at the same time driving up performance and quality. However what my resume may not show is my ability to provide motivational and inspirational leadership to supervisors and key staff, thereby helping them to develop themselves and their departments further.

My experience to date has equipped me with a multitude of relevant skills in not only IT hardware and software platforms, but also in running core areas of any operational setup. I consider myself to be a technically minded individual who is capable of working in a fast paced and ever changing environment and who is eager to learn about the latest platforms and technologies as they emerge. As a prolific trouble shooter, I am comfortable with tackling problem right through from detection to resolution. My core strengths include but are not limited to;

- Managing teams involved in multiple areas, together with a real awareness of the kinds of initiatives that drive performance.
- Exceeding productivity goals at the same time as ensuring service excellence.
- Working within budgets.
- Superb customer facing and client management skills.

I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and also to discuss how I might contribute to its continued success.

Yours sincerely

Andrew Daniels

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