

# Skyler Thompson

example@myemail.com

(098) 765-4321

456 My Street, San Diego, CA  
76543,

**Hector Santos**  
**Haden Medical Device Co.**  
**123 Your Street,**  
**Houston, TX 12345**  
**(123) 456-7890**  
**example@youremail.com**

[month, day, year]

Dear Mr. Santos:

I'm interested in applying for the operations manager position with Haden Medical Device Co. that I found on LinkedIn. As you can see from my attached resume, I have eight years of experience overseeing large production facilities for leading medical equipment providers. My leadership capabilities and industry knowledge will allow me to create value for your organization.

Haden Medical Device Co.'s reputation for delivering cutting-edge medical equipment products draws me to apply for this opportunity. During my time with Seattle Med Solutions, I spearheaded efforts to automate assembly processes, which saved the company over \$300,000 in labor expenses. I can achieve similar results for your team based on my career achievements:

- Managed all aspects of plant operations for two facilities with over 200 staff, identified tactical solutions to drive operational excellence, and enhanced production by output by 15%
- Established a strong safety culture and implemented new training programs to ensure compliance with OSHA standards, which successfully reduced workplace accidents by 30%
- Introduced new quality assurance procedures and audits to reduce product defects

I look forward to telling you more about how my experience in high-volume production environments could help drive operational excellence at Haden Medical Device Co. Feel free to contact me via phone or email at your convenience. Thank you for your time and consideration.

Sincerely,

Skyler Thompson