**COVER LETTER**

July 20, 20XX

Jane Smith

Director, Human Resources

Fit Living

123 Business Rd.

Business City, NY 54321

Dear Ms. Smith,

In response to your advertisement in the Milliken Valley Sentinel for Vice President, Operations, please consider the following:

* Develop and implement strategic operational plans. 15+ years’ aggressive food company production management experience. Planned, implemented, coordinated, and revised all production operations in a plant of 250+ employees.
* Manage people, resources, and processes. Developed and published weekly processing and packaging schedules to meet annual corporate sales demands of up to $50 million. Met all production requirements and minimized inventory costs.
* Coach and develop direct reports. Designed and presented training programs for corporate, divisional and plant management personnel. Created employee involvement program resulting in $100,000+ savings annually.
* Ensure operational service groups meet needs of external and internal customers. Chaired cross-functional committee of 16 associates that developed and implemented processes, systems, and procedures plant-wide. Achieved year-end results of 12% increase in production, 6% reduction in direct operational costs, and increased customer satisfaction rating from 85% to 93.5%.

I welcome the opportunity to visit with you about this position. My resume has been uploaded, per your instructions. I may be reached at the number above. Thanks again for your consideration.

Sincerely,