

Targeted Cover Letter: Operations Support

CAREER WRITING | TARGETED LETTER

Sample brief

Fictional applicant Jordan Lee is applying to fictional company Harbor Workshop for an Operations Assistant role. The sample job brief prioritizes scheduling, customer communication, and accurate paperwork. Applicant facts match the resume demonstration.

Application | Operations Assistant

Dear Hiring Team,

A schedule is useful only when the people relying on it know what has changed. In my office-coordinator role at Cedar Lane Repair, I schedule visits for three technicians, record appointment changes in Excel, and keep customers informed when plans shift. That combination of organization and clear communication is what I would bring to Harbor Workshop's Operations Assistant position.

I also check invoice details against completed work orders and flag discrepancies for the owner. The work calls for careful reading and knowing when to ask a question rather than assume an answer. I understand that reliable support often means catching a small inconsistency before it becomes someone else's problem.

Your opening calls for someone who can move between customer questions, scheduling, and administrative records. Those responsibilities fit the work I already do, and I would welcome the opportunity to learn your systems and support your team.

Thank you for considering my application. I would be glad to discuss how my experience could support the day-to-day work at Harbor Workshop.

Sincerely,
Jordan Lee

Adaptation note

For a real application, replace the fictional details with verified experience and the actual job requirements. The structure connects one concrete example, a second relevant skill, and a focused reason for applying.