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21 October 2022

Stephanie Smith
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Dear Ms. Smith,

As an Operations Manager with 10+ years of experience fostering robust relationships with key stakeholders and colleagues, I was thrilled to see your job posting on [Indeed.com](https://www.indeed.com) for an Operations Manager at Amazon. With my experience supervising and motivating staff, delivering measurable results, and achieving organizational goals, I believe I'd be a great asset to the Amazon team.

While working as an Operations Manager at Costco, I managed a team of 20 managers and 200+ co-workers by delegating duties, streamlining operations, and setting attainable KPIs. In addition, I effectively oversaw the recruitment and training of 400+ new hires and handled their appraisals.

In my last position, I incorporated a custom-designed order fulfillment program that generated \$3M in additional revenue. Furthermore, I cut merchandise loss by 25% by introducing innovative theft prevention protocols. I'm confident that my excellent leadership skills and proven ability to help companies reach their goals can benefit Amazon.

I've attached my resume which goes over my professional experience and educational background in detail. Thank you for your time. I'd be happy to discuss my qualifications with you if you have any questions, so please don't hesitate to reach out.

Sincerely,

Aubrey Russo

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