

Cover letter

Example · All people and experience are fictional.

Name	Alex Morgan	Target role	Operations assistant
Email	alex@example.com	Phone	
Company	Example Trading	Date	2026-09-07

Recipient and date

September 7, 2026
Hiring team | Example Trading | Operations assistant
Dear Hiring Team,

Why this role

I am applying for the Operations Assistant position. The order review and documentation responsibilities described in your posting match the work I enjoyed on a campus event team.

Relevant experience

Our event registrations arrived in different formats. I combined the records into a shared spreadsheet, identified duplicate entries and marked records that needed follow-up. This gave the team one place to check registration status and assign outstanding tasks.

How you would contribute

I would bring careful record checking and clear written updates to your team. I am comfortable with Excel filters and conditional totals, and I would first learn your existing review process before suggesting changes.

Closing

Thank you for considering my application. I would welcome the opportunity to discuss how my project experience relates to your team's needs.

Sincerely,
Alex Morgan