

Mr Charles Bond  
22 Silver Drive  
Winchester  
Hampshire  
SO21

Tel: 07123 456 789

10 January 200X

Mr/Mrs Full Name  
Title  
Company Name  
Address: Line 1  
Address: Line 2  
Postcode

Dear Mr/Mrs Surname

**REF: XXXXXXXXXX**

<Company Name> is a company that I highly respect and admire and accordingly, I am a writing to apply for the position of Operations Manager.

As you will note from my enclosed CV, I have worked as a Technical Claims Controller and Account Manager in the Insurance sector for over 10 years. I am now eager to utilise the skills and experience gained in a new and challenging position within the <sector>.

My personal strengths are that of people management, problem solving and rising to challenges that are presented each day. I am recognised by my team as a strong people manager, able to inspire, motivate and empower teams to deliver beyond what is expected. The strength of my people skills is further demonstrated by the fact that people that have worked with me in the past have been happy to come and work with me in the future.

Additionally, I have a good understanding of 6 Sigma management tools and have used these effectively to save time and reduce customer complaints, and I am highly focused on providing exemplary levels of customer service.

My recent achievements include integrating CJ Insurance's technical claims department into a new location, all of which went very smoothly. The testament to this being achieved is that new and existing members of staff within the Winchester office believed that I had worked within CJ Insurance for several years rather than the 18 months I have now accumulated. Moreover, I was headhunted to help BCA Consultancy to set up and create a standalone third party administration company.

I have strong communication skills, superb people skills and I am results-focused. I believe I have a unique blend of skills and experience and I am confident that I would make a significant contribution to <Company Name>.

I am now looking for a new challenge within a dynamic, growing organisation and I would welcome the opportunity to discuss my application further.

I look forward to hearing from you soon.

Yours sincerely

**Charles Bond**

Enc CV