

# LEVI ORTIZ

BROOKLYN, NY 11202

(555) 555-5555 | [example@example.com](mailto:example@example.com)

---

Aug. 8, 2025

Chris Jones, Hiring Manager

Omnicom Media Group

New York, NY 10007

(555) 555-5555

[example@example.com](mailto:example@example.com)

Dear Chris Jones,

I am excited to apply for the operations supervisor position at Omnicom Media Group. With 10 years of progressive experience managing cross-functional teams and optimizing business processes, I bring a proven track record of driving operational efficiency and supporting sustainable growth. I am confident that my expertise in process improvement, team leadership, and data-driven decision-making will contribute significantly to your organization's continued success.

In my previous role, I led a team of 15 operations staff and implemented workflow enhancements that increased productivity by 25% within the first year. I spearheaded the rollout of a new inventory management system that reduced stock discrepancies by 30%, improving order accuracy and customer satisfaction. Additionally, I hold a Lean Six Sigma Green Belt certification, which has equipped me with the skills to identify bottlenecks and implement strategic solutions that align with business objectives.

Beyond operational improvements, I have successfully managed budgeting and reporting activities, consistently meeting financial targets and reducing overhead costs by 12% annually. My strong communication skills and collaborative approach have fostered effective partnerships between departments, enhancing overall organizational performance. I am also a certified Project Management Professional (PMP), which has helped me deliver complex projects on time and within budget.

Thank you for considering my application. I am eager to bring my experience and passion for operational excellence to Omnicom Media Group and help drive continued growth and innovation. I welcome the opportunity to discuss how my skills and background align with your team's needs.

Sincerely,

Levi Ortiz