

MORGAN ELLIS

OPERATIONS ASSISTANT

Chicago, IL | morgan.ellis@example.com

Fieldstone Services

Application for Operations Assistant

Dear Hiring Team,

I would bring practical experience coordinating shift work and maintaining records to the Operations Assistant role at Fieldstone Services.

As a Shift Supervisor at Cedar Lane Market, I coordinate daily task assignments for a six-person shift and adjust break coverage when colleagues are absent. I also write handoff notes about unfinished tasks and delivery changes. This work involves keeping colleagues informed as plans change, an approach I could bring to maintaining schedules and communicating updates in your operations team.

I count stock weekly and enter quantities in an existing Excel sheet, using sorting, filters, and SUM. I record damaged or missing items and send the list to the store manager, who places orders. That experience would support routine recordkeeping and supply coordination while providing familiarity with Excel for the role.

I want to move into office operations because coordinating work and keeping records are the parts of retail I enjoy. I would welcome the opportunity to discuss the position.

Sincerely,

Morgan Ellis