

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Mr./Ms./Mx. Hiring Manager Last Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as recommended to me by [Referral Name], [Referral's Title/Relationship to Company]. Having followed [Company Name]'s recent initiatives in [specific supply chain area, e.g., sustainable sourcing or last-mile automation], I am eager to contribute my expertise in logistics coordination and operational efficiency to your team.

In my previous role at [Current/Previous Company], I managed [specific logistics responsibility, e.g., global freight forwarding or warehouse inventory systems]. My focus has always been on streamlining workflows and reducing overhead. For instance, I successfully [mention a specific achievement, e.g., reduced lead times by 15% or optimized vendor management protocols], which resulted in [measurable outcome].

[Referral Name] mentioned that your team is currently focusing on [specific challenge or project]. With my background in [specific skill, e.g., ERP implementation or Lean Six Sigma], I am confident in my ability to help [Company Name] navigate these complexities while maintaining high service levels.

I have attached my resume for your review and would appreciate the opportunity to discuss how my logistics background aligns with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]