

**[Your Full Name]**  
[Your Phone Number]  
[Your Email Address]  
[LinkedIn Profile Link]

[Date]

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

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

I am writing to express my interest in the Supply Chain Analyst position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Job Title] within your organization. Having worked with [Referral Name] at [Previous Company/Context], they suggested that my background in logistics optimization and data-driven procurement would align well with your current team objectives.

With [Number] years of experience in supply chain management, I have developed a specialized skill set in [Key Skill 1, e.g., demand forecasting] and [Key Skill 2, e.g., vendor performance management]. At my previous role with [Current/Previous Employer], I successfully [mention a quantifiable achievement, e.g., reduced lead times by 15% or saved \$50k in annual shipping costs] by implementing [specific tool or process].

I have long admired [Company Name]'s commitment to [mention a company value or recent project], and I am confident that my technical proficiency in [Software, e.g., SAP, SQL, or Tableau] would allow me to contribute immediately to your operational efficiency. I am eager to bring my analytical mindset to help [Company Name] navigate global supply chain complexities.

Thank you for your time and for considering my application. I have attached my resume for your review and look forward to the possibility of discussing how my skills can benefit your supply chain department.

Sincerely,

[Your Signature]  
[Your Typed Name]