

[Your Name]
[Your Phone Number]
[Your Email]
[Your LinkedIn Profile]

[Date]

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

RE: Application for Supply Chain Manager (Referral: [Referrer Name])

Dear [Hiring Manager Name],

I am writing to express my interest in the Supply Chain Manager position at [Company Name]. I was encouraged to apply for this role by [Referrer Name], who currently serves as [Referrer's Job Title] at your organization and spoke highly of your team's commitment to [mention a specific company value or project].

With [Number] years of experience in end-to-end supply chain management, I have developed a proven track record in optimizing logistics, reducing operational costs, and enhancing vendor relations. In my previous role at [Previous Company], I successfully [mention a specific achievement, e.g., reduced lead times by X% or saved \$X in procurement costs], which aligns directly with [Company Name]'s current objectives for [mention a specific company goal].

My expertise includes:

- Strategic sourcing and global procurement
- Inventory management and demand forecasting using [Specific Software/ERP]
- Process improvement through Lean and Six Sigma methodologies
- Cross-functional leadership and stakeholder management

I am confident that my background in streamlining complex supply chain operations will allow me to make an immediate impact on your bottom line. I would welcome the opportunity to discuss how my skills can support the growth of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Name]