

[Your Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Dear *[Hiring Manager Name]*,

I am writing to express my interest in the Inventory Control Specialist position at *[Company Name]*. I was referred to this opportunity by *[Referral Name]*, who spoke highly of your team's commitment to operational efficiency and supply chain excellence.

With a background in *[Years]* years of warehouse management and inventory oversight, I have developed a keen eye for accuracy and process optimization. In my previous role at *[Previous Company]*, I successfully utilized *[ERP/WMS Software]* to maintain stock integrity, reduce shrinkage by *[Percentage]*, and streamline the cycle counting process.

I am confident that my technical skills in data analysis and my proactive approach to supply chain logistics would make me a valuable asset to your department. I am particularly impressed by *[Specific Company Initiative or Project]* and would welcome the chance to contribute to your continued success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of *[Company Name]*.

Sincerely,

[Your Signature]
[Your Printed Name]