

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

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Procurement Logistics Specialist position at [Company Name]. I was informed of this opening by **[Referral Name]**, who suggested that my background in global supply chain management and strategic sourcing would be a strong match for your current operational needs.

With [Number] years of experience in logistics procurement, I have developed a specialized skill set in vendor negotiation, freight optimization, and end-to-end lifecycle management. In my previous role at [Previous Company], I successfully managed a portfolio of [Dollar Amount] and implemented process improvements that reduced lead times by [Percentage] while maintaining strict compliance standards.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Project]. I am confident that my ability to mitigate supply chain risks and streamline procurement workflows will contribute significantly to your logistics team's efficiency.

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 experience aligns with the goals of [Company Name].

Sincerely,

[Your
[Your Printed Name]

Signature]