

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

[Date]

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

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

I am writing to express my interest in the Supply Chain Logistics Specialist position at [Company Name], as recommended to me by [Referral Name], [Referral's Job Title/Relationship]. Having followed [Company Name]'s recent initiatives in [specific company project or market expansion], I am eager to contribute my expertise in end-to-end supply chain optimization to your team.

In my previous role at [Current/Previous Company], I specialized in streamlining distribution networks and enhancing vendor management protocols. My core accomplishments include:

- Implementing [Specific Software/System] which reduced lead times by [Percentage]%.  
• Negotiating freight contracts that resulted in a [Dollar Amount] annual cost saving.  
• Managing complex inventory cycles across [Number] international distribution centers.

My background in [Specific Area like Lean Six Sigma, ERP implementation, or Customs Compliance] aligns directly with the goals [Referral Name] mentioned regarding your current logistics challenges. I am confident that my analytical approach and commitment to operational efficiency will yield immediate value for [Company Name].

I have attached my resume for your review and look forward to the possibility of discussing how my logistics background can support your department's objectives. Thank you for your time and consideration.

Sincerely,

[Your Signature]  
[Your Printed Name]