

[Your Full Name]
[Your Phone Number]
[Your Email Address]
[Your City, State]

[Date]

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

Dear [Hiring Manager Name or "Hiring Manager"],

I am writing to express my interest in the Warehouse Operations Specialist position at [Company Name]. I was referred to this opportunity by [Referral Name], who currently works as a [Referral's Job Title] within your organization and suggested that my background in logistics and inventory management would be a strong fit for your team.

With [Number] years of experience in high-volume warehouse environments, I have developed a comprehensive skill set in supply chain coordination, equipment operation, and safety compliance. In my previous role at [Previous Company Name], I successfully optimized [specific process, e.g., order picking or inventory tracking], resulting in a [Percentage/Metric] increase in operational efficiency.

I am particularly drawn to [Company Name] because of your reputation for [specific company achievement or value]. I am confident that my hands-on experience with [specific software or machinery, e.g., WMS or Forklift operation] and my commitment to maintaining a safe, organized workspace will allow me to contribute immediately to your operations team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the goals of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]