

[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 Supply Chain Business Analyst position at [Company Name]. I was encouraged to apply for this role by [Referral Name], who currently works as a [Referral's Job Title] within your organization and spoke highly of the team's commitment to operational excellence.

With a background in [Degree/Certification] and [Number] years of experience in supply chain optimization, I specialize in translating complex data sets into actionable procurement and logistics strategies. In my previous role at [Previous Company], I successfully implemented [Specific Tool or Process] which resulted in a [Percentage/Amount] reduction in inventory costs and improved forecasting accuracy by [Percentage].

I am particularly drawn to [Company Name]'s current initiatives in [Mention a specific company goal or project]. My expertise in [Key Skill, e.g., SQL, ERP systems, or Lean Six Sigma] aligns directly with the requirements for this position, and I am confident that my analytical approach can help further streamline your supply chain workflows.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills can contribute to the continued success of the [Department Name] team.

Sincerely,

[Your Signature]
[Your Typed Name]