

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio]

[City, State, Zip Code]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Dear [Hiring Manager Name/Title],

I am writing to express my interest in the Inventory Control Manager position at [Company Name], as advertised on [Platform/Referral Source]. With a proven track record in supply chain optimization, warehouse management systems, and inventory accuracy, I am confident in my ability to streamline your logistics operations.

In my previous role at [Previous Company], I successfully managed an inventory of over [Number] SKUs while maintaining an accuracy rate of [Percentage]%. I led initiatives to implement [Specific Software/Methodology, e.g., Lean Six Sigma or Oracle] which resulted in a [Percentage]% reduction in carrying costs and significantly decreased stockouts.

My core competencies include:

- Demand forecasting and procurement planning
- Cycle counting and annual physical audit leadership
- Vendor relationship management and contract negotiation
- Team leadership and cross-functional collaboration

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Goal]. I am eager to apply my analytical skills to help your team achieve peak operational efficiency and ensure seamless product flow.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in inventory control can benefit [Company Name].

Sincerely,

[Your Signature]

[Your Typed Name]