

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Supply Chain Operations Associate position at [Company Name], as advertised on [Platform/Source]. With a background in [Your Major/Field of Study] and a strong foundation in [Specific Skill, e.g., Logistics Coordination or Inventory Management], I am eager to contribute to the operational efficiency of your supply chain department.

During my previous experience at [Previous Company/Internship], I successfully [Mention a specific achievement, e.g., optimized inventory tracking systems or reduced lead times by X%]. I am proficient in utilizing [List software like SAP, Oracle, or Advanced Excel] to analyze data and streamline procurement processes. My ability to manage vendor relationships and monitor KPIs ensures that production schedules remain uninterrupted and cost-effective.

I am particularly drawn to [Company Name] because of your reputation for [Mention a company value or recent project]. I am confident that my analytical mindset and attention to detail will allow me to solve complex logistical challenges and support your team's long-term objectives.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills in supply chain operations can benefit [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Typed Name]