

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/Portfolio URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the **Procurement Logistics Assistant** position at [Company Name], as advertised on [Source of Job Posting]. With my background in [mention relevant field, e.g., Supply Chain Management/Business Administration] and my practical experience in coordinating vendor relations and inventory movement, I am confident in my ability to support your operations team effectively.

During my previous role at [Previous Company/University Project], I developed a strong foundation in sourcing materials, maintaining accurate procurement records, and tracking shipments to ensure timely delivery. I am proficient in using [mention specific software, e.g., SAP, Oracle, or Excel] to monitor stock levels and identify cost-saving opportunities within the supply chain.

I am particularly drawn to [Company Name] because of your reputation for [mention a specific company achievement or value]. I am eager to bring my detail-oriented approach and organizational skills to your team to help streamline procurement processes and minimize logistical bottlenecks.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills in logistics coordination and vendor communication can contribute to the continued success of [Company Name].

Sincerely,

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