

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile/City, State]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the **Supply Chain Logistics Assistant** position at [Company Name], as advertised on [Platform/Job Board]. With a background in [Your Field/Degree] and a strong commitment to operational efficiency, I am eager to contribute to your logistics team.

In my previous experience at [Previous Company/Organization], I developed skills in [Skill 1, e.g., inventory tracking], [Skill 2, e.g., vendor coordination], and [Skill 3, e.g., data entry]. I have a proven track record of maintaining accuracy under tight deadlines and optimizing workflow processes. Specifically, I am proficient in [Relevant Software, e.g., ERP systems, Excel, or SAP].

I am particularly drawn to [Company Name] because of your reputation for [Reason, e.g., innovative distribution models or sustainable sourcing]. I am confident that my attention to detail and proactive approach to problem-solving will help streamline your supply chain operations and minimize overhead costs.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the needs of your logistics department.

Sincerely,

[Your Name]