

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

[Date]

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

Dear [Hiring Manager Name/Hiring Committee],

Re: Application for Supply Chain Manager position

I am writing to express my strong interest in the Supply Chain Manager position at [Company Name], as advertised on [Platform]. With [Number] years of experience in the FMCG sector, I have developed a proven track record of optimizing end-to-end logistics, reducing operational costs, and ensuring high service levels in fast-paced retail environments.

During my tenure at [Current/Previous Company], I successfully managed [mention specific scale, e.g., 50+ SKUs or high-volume distribution networks]. Key achievements that align with the requirements of this role include:

- Implementing [Specific Strategy/Software] which resulted in a [Percentage]% reduction in lead times.
- Leading cross-functional teams to improve demand forecasting accuracy by [Percentage]%.
- Negotiating vendor contracts that secured a [Percentage]% decrease in procurement costs without compromising quality.
- Managing inventory turnover effectively to minimize waste and ensure stock availability for major retail accounts.

I am particularly drawn to [Company Name] because of your reputation for [mention a company-specific value, e.g., sustainable sourcing or rapid market expansion]. I am confident that my expertise in [mention specific skill, e.g., S&OP processes or cold chain logistics] will allow me to contribute immediately to your supply chain efficiency and bottom-line growth.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my background in FMCG operations can benefit [Company Name].

Sincerely,

[Your Name]