

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

[Date]

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

RE: SUSTAINABLE SOURCING SUPPLY CHAIN MANAGER - [REFERENCE NUMBER]

Dear [Hiring Manager Name], [Opening Paragraph: State the position you are applying for and why your background in ethical procurement and environmental stewardship makes you a perfect fit for the company's sustainability goals.] [Body Paragraph 1: Detail your experience managing global supply chains. Focus on achievements in reducing carbon footprints, implementing circular economy principles, or improving supplier diversity and compliance.] [Body Paragraph 2: Mention specific technical skills such as life cycle assessments (LCA), ESG reporting frameworks (GRI/SASB), and your ability to optimize logistics while maintaining rigorous environmental standards.] [Body Paragraph 3: Highlight your leadership style and your ability to collaborate with stakeholders to balance profitability with corporate social responsibility.] [Closing Paragraph: Reiterate your enthusiasm for the company's mission and request an interview to discuss how your expertise can drive their sustainable growth.]

Sincerely,

[Your Signature (if hard copy)]
[Your Printed Name]