

[FULL NAME]

[Phone Number] | [Email Address] | [LinkedIn Profile URL]
[City, State, Zip Code]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the [Job Title] position at [Company Name], as advertised on [Platform]. With over [Number] years of experience in high-volume distribution center management and supply chain optimization, I have a proven track record of enhancing operational efficiency while reducing overhead costs.

In my most recent role at [Previous Company], I oversaw a facility of [Square Footage] sq. ft., managing a team of [Number] associates. During my tenure, I successfully implemented [Specific Improvement, e.g., a new WMS or Lean methodology], which resulted in a [Percentage]% increase in throughput and a [Percentage]% reduction in order cycle time. My core expertise lies in facility design, inventory control, labor management, and ensuring strict adherence to OSHA safety standards.

Your organization's reputation for [Mention a specific company value or recent logistical achievement] aligns with my professional commitment to precision and scalability. I am particularly drawn to this opportunity at [Company Name] because of your focus on [Mention a specific goal, e.g., sustainable logistics or last-mile delivery excellence].

I am confident that my strategic approach to logistics operations and my ability to lead cross-functional teams will contribute significantly to your distribution network. I look forward to the possibility of discussing how my background in [Specific Skill, e.g., 3PL management or automation] can support [Company Name]'s growth objectives.

Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]