

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

[Current Date]

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

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my strong interest in the Reverse Logistics Operations Executive position at [Company Name]. With a proven track record in optimizing circular supply chains and managing complex return-to-vendor (RTV) workflows, I am confident in my ability to enhance the efficiency and sustainability of your logistics department.

In my previous role as [Current/Previous Job Title] at [Previous Company], I specialized in streamlining asset recovery and refurbishing processes. My key achievements include:

- Implementing a [Specific Strategy] that reduced return processing time by [Percentage]%.
• Managing high-volume disposition strategies for [Product Category] resulting in a [Percentage]% increase in recovery value.
• Overseeing vendor compliance and 3PL performance to ensure seamless integration between outbound and inbound flows.
• Utilizing data analytics to identify root causes of returns, leading to a [Percentage]% reduction in preventable defects.

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Goal, e.g., sustainability or customer experience]. My expertise in warehouse management systems (WMS) and cost-reduction initiatives aligns perfectly with your goals for operational excellence in the secondary market.

Thank you for your time and consideration. I look forward to the opportunity to discuss how my background in reverse logistics and operations management can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]
[Your Full Name]