

[FULL NAME]

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

[Date]

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

RE: Application for Director of Supply Chain

Dear [Hiring Manager Name/Search Committee],

[Introduction: State your years of experience specifically in the aerospace and defense sector. Mention your expertise in overseeing global supply chain operations, AS9100 compliance, and strategic sourcing for complex platforms.]

[Professional Summary: Highlight achievements regarding Tier 1/Tier 2 supplier management, cost reduction initiatives, and lead-time optimization. Reference your experience with ERP/MRP systems and high-mix, low-volume manufacturing environments.]

[Strategic Impact: Describe your approach to risk mitigation, international trade compliance (ITAR/EAR), and sustainability in the aerospace lifecycle. Mention leadership style and cross-functional collaboration with engineering and production teams.]

[Closing: Express enthusiasm for the company's specific programs or innovations. State your availability for an interview to discuss how your strategic vision aligns with their operational goals.]

Sincerely,

[Full Name]