

[Your 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 Inventory Control Manager position at [Company Name]. With [Number] years of experience in supply chain management and a proven track record of optimizing stock accuracy, I am confident in my ability to streamline your warehouse operations and reduce overhead costs.

In my previous role at [Current/Previous Company], I successfully managed an inventory of over [Number] SKUs. I implemented [Name of Software/System] which resulted in a [Percentage]% increase in cycle count accuracy and a [Percentage]% reduction in shrinkage. My approach focuses on rigorous data analysis, cross-functional collaboration, and the implementation of lean inventory principles.

I am particularly drawn to [Company Name] because of your reputation for [specific company achievement or value]. I am eager to bring my expertise in [Key Skill, e.g., ERP integration or Vendor Management] to your team to ensure peak operational efficiency.

Thank you for your time and consideration. I look forward to discussing how my background in inventory oversight can support the continued growth of [Company Name].

Sincerely,

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