

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my strong interest in the Shipping and Receiving Warehouse Supervisor position at [Company Name]. With over [Number] years of experience in logistics management, inventory control, and team leadership, I am confident in my ability to optimize your warehouse operations and maintain the highest standards of safety and efficiency.

In my previous role at [Previous Company], I successfully managed a team of [Number] staff members, overseeing the daily flow of incoming and outgoing freight. My expertise includes implementing [Specific Software/WMS], reducing discrepancy rates by [Percentage], and ensuring 100% compliance with OSHA regulations. I pride myself on my ability to streamline workflows and mentor personnel to achieve peak performance.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Value]. I am eager to bring my skills in supply chain coordination, vendor management, and process improvement to your team to help meet your logistical goals.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in warehouse supervision can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature]
[Your Printed Name]