

[Your Full Name]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Warehouse Operations Supervisor position at [Company Name], as advertised on [Platform where job was found]. With [Number] years of experience in logistics and supply chain management, I am confident in my ability to streamline operations and lead your warehouse team toward peak efficiency.

In my previous role as [Current/Previous Title] at [Previous Company], I successfully managed a team of [Number] staff members. My key accomplishments included:

- Implementing [System/Software Name] to improve inventory accuracy by [Percentage]%.
[Percentage]%
- Reducing labor costs by [Percentage]% through strategic shift scheduling and workflow optimization.
- Ensuring 100% compliance with OSHA safety regulations and maintaining an accident-free workplace.

I am particularly drawn to [Company Name] because of your reputation for [specific company trait]. I am an expert in [mention specific skill, e.g., Forklift Operation, Lean Six Sigma, or ERP systems] and possess the leadership skills necessary to motivate personnel and meet rigorous KPIs.

I have attached my resume for your review and welcome the opportunity to discuss how my background in high-volume distribution can contribute to your team. Thank you for your time and consideration.

Sincerely,

[Your Signature]

[Your Printed Name]