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| **robert smith**  **Distribution Manager** | Phone: (123) 456 78 99  Email: info@qwikresume.com  Website: [www.qwikresume.com](http://www.qwikresume.com)  LinkedIn: linkedin.com/qwikresume  Address: 1737 Marshville Road, Alabama |

[Today’s Date]

[341 Company Address]  
[Company City, State xxxxx]  
[(xxx) xxx-xxxx]  
[hiring.manager@gmail.com]

Dear [Mr./Mrs./Ms.] [Hiring Manager’s Name],

This is with reference to your job posting for the position of Distribution Manager. My skills, experience, and qualifications match with the posted job requirements.

I hold a Degree in Business Management and have 4 years of experience working at this position. In the course of my job, I have gained a lot of experience in Client handling and delivering the assigned work within the given timelines with no scope of mistakes.

I have upskilled myself in the past few years and have gained more experience in having -

* Good understanding of products being manufactured in the company.
* Understanding and gathering clear client requirements.
* To improve the management of inventory and on time deliveries I have hands on experience and knowledge of various strategies.
* I have the needed leadership skills, which have helped in communicating with my team to achieve the targets on time.

Having all the skills and experience I believe I am the right fit for this position. I would like to take up this role as I believe that I can add value to the organization.

Thanks for your valuable time.

Please find attached my resume for your kind perusal.

Looking forward to your reply soon.

Sincerely,

[Your Name]