

**Robert Smith**

**SAP Consultant**

[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],

Upon learning of the SAP Consultant opening at your \*\*\*, I have decided to submit my resume for your consideration. As a highly ambitious, deadline-oriented, and motivated SAP professional with more than 10 years of experience and SAP Enterprise Planning qualification, I believe that I have the necessary potential and expertise to lead your SAP team and become a valuable asset. I have been working as an SAP Consultant for \*\*\* since \*\*\*, during which I was responsible for advising my clients in all areas of the SAP processes. I trust that my expertise and my talent in the field will enable me to help \*\*\* grow and succeed. I came to know that you are looking for someone who can take up challenging projects and your next assignment is one such. You will be convinced why I will be the perfect candidate for this post, once you review my detailed resume which I have enclosed for your consideration. Below are some of my core accomplishments and areas of responsibility –

* Designed and configured a new business process in support of the \*\*\* process.
* Developed and maintained systems documentation including process procedures, and functional design specifications.
* Providing functional expertise based on the needs of the business, while assisting with interface designing and conversion programs.
* Coordinated transport and logistics routes regularly using Transport management systems.
* Earned my bachelor’s degree in IT from \*\*\*\* with an 8.6 CGPA.
* Earned SAP ERP and Business One certification.
* Planned and documented solution project results using SAP solution manager.
* Expertise in all areas of project life cycle.
* Well-versed in all SAP modules, including FI/MM/SD, and PP.

Most importantly, I understand how much collaborative skills play a vital role in this position, and completely enjoy working in this culture. My motivating spirit, coupled with my ability to come up with innovative solutions makes me a stand-out candidate. If you are convinced that I am the perfect fit for this role, please arrange for an interview at your earliest convenience. Thanks for considering my application.

Sincerely,

[Your Name]