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| **Robert smith**  **Supply Chain Consultant** | **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],

I'm writing to you to let you know that I'm interested in the Supply Chain Consultant role that you've listed on your company website. I believe that my education and expertise make me an excellent candidate for this position. For the last six years, I've worked in the supply chain sector, and throughout that time, I've learned a lot about all facets of supply chain operations. At Capstone Enterprises, where I most recently worked as a Supply Chain Senior Analyst, I collaborated with the departments of sales, purchasing, and manufacturing to create unique stock control protocols and enhance those that already existed. I also collaborated directly with the logistics division to create new shipping strategies that would be more affordable and effective. Here are some of my professional highlights:

* I am an extremely ambitious and goal-oriented person who is constantly searching for strategies to enhance the work area.
* I have a great passion for learning new things, and I'm always up for a challenge.
* Microsoft Excel is one of my strong suits, and I'm familiar with ERP software.
* Coordinating efforts between the divisions of dispersion, procurement, directory, and logistics to guarantee the efficient movement of goods along the supply chain.
* Locating and eliminating approximately $680K in extra or antiquated stock over seven months timeframe.
* Guiding and supervising the conduct of four analysts for sales forecasting.
* Proven analytical, problem-solving, organizational, and time management capabilities.
* Obtaining a Master's in Logistics & Business Administration from the University of Florida, as well as credentials as a Six Sigma Green Belt and a Lean Practitioner.

I have a lot of experience creating and putting new inventory management systems into place due to my prior roles. I have also acquired useful experience in using information from these platforms to analyze trends and pinpoint areas for development. My learning at Capstone Enterprises has helped me to better understand how to analyze data from many sources to ascertain how various divisions associate with one another.  I firmly believe that I am a top candidate for this role given my training and expertise. I am sure that my abilities will enable me to make a significant contribution to the success of your business. At your convenient time, I am willing to speak with you. I appreciate your time.

Regards,

[Your Name]