

Here is an example of using the template to create a cover letter for a Supply Chain Manager role.

Re: Vacancy for **Supply Chain Manager**

Dear Mr./Ms. (Last Name):

I read with great interest about the position currently available **at XYZ Logistics Co. as a Supply Chain Manager**. With over **eight** years of experience in **the logistics and supply chain industries as a Supply Chain Specialist**, I am seeking a new challenge where a company can benefit from **my expertise in managing spare part inventory stock levels and experience in negotiating supplier purchasing contracts**.

As you will see from my **curriculum vitae**, I have accomplished the following goals most recently:

- **Reduced SKU numbers by over 40% through bundling agreements over the past three years**
- **Ensured just-in-time benchmarks were reached, improving year-on-year**
- **Successfully assisted implementing a new production plan across all distribution centers throughout Austria**
- **Collaborated with the Purchasing and Operations departments to create a new restocking control system process, which was implemented with success**

Being **well-versed in SQL**, I can **easily evaluate purchasing** data to create forecast reports and would enjoy **making effective proposals to senior management**. I am used to working in a **face-paced, high volume distribution center** and understand how to **work collaboratively with my peers**.

Your opportunity represents **an important career step** for me, with **the added responsibility and accountability of reporting directly to the Board of Directors** not offered in my current role. **With a strong commitment to excellence** as well as having **a hands-on approach to solving problems**. I strongly believe I could make a significant contribution to the **XYZ Logistics Co. team**.

I would welcome the opportunity of discussing my qualifications with you in greater detail. If you wish to schedule an interview in person or by phone, please feel free to contact me.

Thank you in advance for your time and consideration.

Yours sincerely,

**Jakob Zimmer**

- 1) Vacancy job title
- 2) Company name
- 3) Vacancy job title
- 4) Number of years (if less than 20, write in words not numbers)
- 5) Field or industry
- 6) Current job title
- 7) Specific experience gained
- 8) Specific skills and experience you have
- 9) CV, curriculum vitae (Br. English) // resume, résumé (Am. English)
- 10a-e) List accomplishments – at least 3
- 11) A specific skill important for the job vacant. (Use “ing” form)
- 12) A task or duty you can perform well (Use a verb in root form)
- 13) Another task or duty. (Use verb in root form)
- 14) A duty that can seem unappealing (Use “ing” form)
- 15) A task you can do because of your experience. (Use root verb + phrase)
- 16) Describe a new opportunity the new job offers you
- 17) Additional challenge/responsibility the job represents for you (Use noun phrase)
- 18) Name an important professional value or values
- 19) Kind of approach (adjective)
- 20) Something difficult you can achieve because of your approach and expertise
- 21) Company name
- 22) First and last name