

# Supply Chain Professional cover letter

Two sample letters, experienced and fresher. Keep the one closer to your situation, replace the text in [brackets] and every detail with your own.

## SAMPLE LETTER: EXPERIENCED

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Dear Hiring Manager,

I am applying for the Supply Chain Manager position at [Organisation name]. I have eight years of experience in supply chain planning and logistics, currently at a packaged foods company with three plants and fourteen depots across India.

I lead demand and supply planning for our snacks portfolio and work with sales, production and logistics teams every week. When I joined, the company held high finished goods stock but still had frequent stock-outs at depots, because plans were made separately by each function. I set up a monthly sales and operations planning process, introduced statistical forecasting in our planning tool and agreed depot-level stock norms by SKU class. Within a year, overall inventory days came down while depot fill rates improved, and the finance team saw a noticeable release of working capital.

I also renegotiated primary freight contracts with transporters and moved several lanes to full truckload planning. I manage a team of five planners and coordinate closely with the plants on production schedules.

My notice period is sixty days. I would welcome a conversation about your supply chain priorities.

Regards,

[Your name]

## SAMPLE LETTER: FRESHER

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Dear Hiring Manager,

I am applying for the Supply Chain Graduate Trainee position at [Organisation name]. I completed my MBA in supply chain management this year, and my summer internship at a consumer durables manufacturer gave me direct exposure to demand planning and distribution.

During the internship I worked with the planning team on air coolers, a seasonal product with sharp demand swings. I compared the previous seasons' forecasts with actual sales by depot and found that the southern depots were consistently overstocked while northern depots ran short in the peak weeks. I proposed a depot-level forecast adjustment based on early-season sell-through and a mid-season stock transfer plan. The planning manager adopted parts of it for the next season, and I presented my analysis to the supply chain head at the end of the internship.

I am comfortable with Excel, including forecasting functions and pivot tables, and I have basic training in SAP MM from a certificate course. I understand inventory concepts such as safety stock, reorder points and ABC analysis.

I can join immediately and I am open to postings at plants or depots. Thank you for considering my application.

Regards,  
[Your name]

### **BEFORE YOU SEND IT**

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- Say which part of the supply chain you know best, such as procurement, demand planning, warehousing, logistics or imports, rather than calling yourself a generalist.
- Give one outcome tied to inventory, service or cost, such as fill rate improved, inventory days reduced or freight renegotiated, and explain the change you made.
- Mention the systems you use, such as SAP, Oracle, a planning tool or Excel models, and any certifications like CSCP or a supply chain diploma.
- Keep vendor names, prices and contract terms out of the letter, since they are confidential, and describe negotiations and sourcing decisions in general terms.