

[Your name]

[City] · [Phone] · [Email] · [LinkedIn or website URL]

[Date]

[Hiring manager's name]

[Job title]

[Company name]

[Address, if sending a formal letter]

Dear [Hiring manager's name],

I am writing to apply for the position of [Role] at [Company name], advertised on your careers page. With six years' experience in supply chain planning for consumer goods, I would be glad to contribute to your logistics team in Milan.

In my current role I plan production and distribution for a range of food products sold across several European markets. I redesigned our weekly planning meeting around a shared dashboard, which made stock issues visible earlier and reduced last-minute changes for the warehouse. I also work with suppliers on delivery schedules and with sales teams on seasonal forecasts, which matches the cross-functional work described in your advert.

I am drawn to [Company name] because of your focus on quality products and your growth in export markets, an area where my experience could be useful from the start. I am an EU citizen and will move to Milan next month; my Italian is at B2 level and I am continuing with lessons.

I would be happy to discuss my application in an interview, online or in person. My CV is attached as a PDF.

Kind regards,

[Your name]