James Brown

238 Broadway

New York

NY

United States

To

The HR Manager,

XYZ Company

354 F 63rd Street

New York

NY 10022

United States

Sub- Supply chain planner cover letter.

Respected Sir/Madam

As you are hiring candidates for the post of supply chain planner. I want to apply for the same. All your expectations you have from a candidate can be fulfilled by me in an appropriate manner.

I got a bachelor's degree in [mention the name of the course] from a renowned institution that is [mention the name of the institution] in the year if [mention the year]. After completing my education, I trained myself from [mention the name of the institution].

There I learned about many things such as [mention the name of the things]. After that, I was hired by [mention the name of the company] where I used to work as a Supply chain planner.

From there I learned all the duties of the same. Duties of the same which can be done by me are anticipating stock demands based on current and future business functions, analyzing and anticipating market schemes, ensuring that the business has a steady flow of stocks and many such things. All these duties will be done by me in an appropriate manner. I have several qualities such as [mention your qualities].

If you require any further information then please let me know of the same. You will find my resume and other necessary documents attached to this letter. Hope to hear from you very soon regarding the same. Thank you so much for taking time from your busy schedule.

Sincerely,

From

James Brown

[Handwritten signature]

[Mention the contact details]

[Mention here, if there is any post note to be given]