

Student Applicant
2751 Red Road SE
Cell: (256) 000-0000
student@gmail.com

November 19, 2014

Jim Client
Human Resource Manager
Distribution Center 6006
2200 Seventh Ave. SW
Special City, Al 35050

Dear Mr. Client:

My name is _____. I was referred to you by Ms. Saralyn Mitchell who is the director of the Career Development Center at Athens State University. I am interested in filling the open position of Area Manager – Quality Assurance/Systems within the team at Distribution Center in Special City, Alabama. I hold a BS Degree in Logistics and Supply Chain Management (LSM) with an SAP certificate. I am certain that my attention to detail, concern for quality, and self-motivation will enable me to meet the needs and desires of this position. I am an excellent communicator and work well with all diversified personnel. I am proactive in problem solving and filling gaps where needed.

I believe that with my strong organizational and communication skills and experience in Operations Management, I would be a valuable asset to your Distribution Center. I am proficient in SAP ERP, Microsoft Office 2010, Symix, Microsoft Project, Visio, and AS400. My present work experience includes purchasing and master production scheduling of the manufacturing process of value-added goods as well as inventory management.

I am excited about working for an organization such as _____. I would like to have the opportunity to interview with you. You can reach me at 256-000-0000 during the day or evening. Thank you for your time and consideration.

Kindest regards,