

John Smith

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January 1, 2020

Name of Hiring Manager
123 Address of Company
Los Angeles, CA, 20502
(555) 555-1212
hiringcontactemail@gmail.com

Dear (Name of Hiring Manager),

I am writing to apply for the Supply Chain Analyst position with EFC Hydraulics. While I have known about EFC for many years, I was recently browsing LinkedIn and visited the page for EFC Hydraulics. After exploring your organization's page, I visited the jobs section and spotted the open Supply Chain Analyst position. I am drawn to EFC Hydraulics due to your organization's continual drive for innovation and mission to improve machinery around the globe. EFC is unique in that the engineering challenges brought to EFC are the challenges that no other companies can solve.

The Supply Chain Analyst position matches my experiences, education, and interests. I have spent the last several years with XYZ Soda, Inc. During my time there, I have gained a versatile skill set and have been exposed to various aspects of supply chain management. Projects I have spearheaded include monitoring supply costs and implementing cost-saving processes. Given the rising cost of components used in hydraulics, my skills will be very applicable to the role at EFC. The breadth of my experiences is uncommon and will allow me to contribute value to EFC Hydraulics from day one.

The candidate hired for the Supply Chain Analyst position will need to utilize a blend of both technical skills and soft skills. I possess both. During my time at The Ohio State University, I served as president of the Supply Chain Club. Elected to this position by my peers, it was during this time that I developed both technical and soft skills. Skills such as communication, problem solving, and collaboration were honed when welcoming speakers, resolving member disputes, and recruiting new members. My technical skills were sharpened when I mastered various supply chain software programs to effectively instruct members on the software during club workshops. It is this experience utilizing both technical and soft skills that will set me up for success with EFC.

My work experience coupled with my educational experience make me an ideal fit for the Supply Chain Analyst position. My drive for continuous improvement is a match for EFC Hydraulics and your organizations' continual drive for innovation. Attached is a copy of my resume and a reference list. Please let me know if you have any questions or need additional information, I can be reached at (555) 555-1515 and john.smith@gmail.com. I will contact you the week of January 10th to ensure you received my application and to discuss the next steps in the application process.

Sincerely,
John Smith