

Your cover letter heading should match the heading on your resume.

Your First and Last Name

Address [Email](#) | Phone

Date

Employer Name

Address

City, State Zip Code

Dear Hiring Manager,

I am pleased to see your job posting for Supply Chain Analyst at General Motors on Handshake. I am currently pursuing my Bachelor of Science in Business Administration degree from the Wayne State University Mike Ilitch School of Business with a major in Global Supply Chain Management. As the economy becomes increasingly global, my academic program has prepared me with the skills and knowledge necessary to excel in logistics, purchasing, and operations.

I am an excellent candidate to become the Supply Chain Analyst, particularly because I am proficient in the following areas:

- Quality management: I have experience organizing all activities and tasks needed to maintain our preferred levels of excellence: creation and implantation of quality, policy, planning, assurance, control, and improvement.
- Strategy and planning: Implementing how a company effectively brings in goods and exports them to their customers: sourcing goods, logistics and delivery, and optimizing operations to reduce cost while maximizing profit.
- Software and tools: I am proficient in 3PL Warehouse Manager, Easy WMS Gainfront, and NetSuite.

Thank you for taking the time to consider my application to become your newest Supply Chain Analyst. I look forward to expounding upon my education in greater depth and discovering how I can best serve you and your client.

Sincerely,

Your First and Last Name