

SAMPLE STUDENT

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Search Team
ABC Corporation
1200 West Algonquin Road
Palatine, IL 60067

Dear Search Team,

I am very interested in being considered for the **Supply Chain Manager** position at ABC Corporation that is posted on Harper College's online job posting system. My experience in the supply chain field and my supervisory experience make me a strong candidate for this position.

My qualifications closely match the requirements and responsibilities that you are looking for and include:

- Developing, marketing and implementing supply chain consulting strategies
- Leading teams to achieve effective and efficient supply chain business processes, reduction of supply expense and increased customer satisfaction
- Managing large scale projects and successfully supporting teams to meet goals
- Collaborating effectively with senior management, vendors, customers and staff

I look forward to an opportunity to meet with you to further discuss how I can contribute to the ABC Corporation team. Your mission statement, "a company that cares, a company that collaborates, a company that makes a difference," matches my business approach and I believe we would work well together.

Please contact me if I can provide any additional information. Thank you for your time and consideration.

Sincerely,

Sample Student