

**SANDRA MEYER**

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August 4, 20xx

Ms. Jane Smith  
Human Resource Manager  
ABC Corporation  
1200 West Algonquin Road  
Palatine, IL 60067

Dear Ms. Smith,

I am interested in the **Supply Chain Assistant** position at ABC Corporation posted on Harper College's online job posting system. I believe that my skill set closely matches what you are looking for in a Supply Chain Assistant and that I would be a valuable addition to your team.

I am currently completing my Supply Chain Management Certificate at Harper College. As an administrative assistant, I have learned the importance of carefully preparing documents, checking information and making sure all items are sent out on time. I have excellent communication skills that allow me to follow complex instructions and work closely with my supervisor to assist in daily operations. My strong interpersonal skills and ability to deal with problems in a professional manner will help me add to the positive image of ABC Corporation.

I would welcome the opportunity to work for ABC Corporation who, as leader in the shipping industry, focuses on providing outstanding service to its customers. I look forward to an opportunity to discuss this position with you in person. Please contact me at your convenience if I can provide further information about my qualifications or to answer any questions. Thank you for your time and consideration.

Sincerely,

Sandra Meyer