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13 July 200X

Mr. (Ms.) \_\_\_\_\_  
(Company)  
(Address 1)  
(Address 2)

Dear Mr. (Ms.) \_\_\_\_\_

**REF: XXXXXXXXXX**

I read with great interest your posting for a \_\_\_\_\_ in \_\_\_\_\_ on \_\_\_\_\_ (date). I believe I am good match for the position available as it appears you are in need of someone who is well versed in the Supply and Logistics field. Therefore, I am attaching my CV for your review and consideration.

With valuable work experience acquired in the military and private sector, I have demonstrated my competencies in supply and demand, monitoring stock levels, and receipt/storage of goods. Perhaps I am best known for my exceptional organisational skills and keen attention to detail. I believe I am equipped with the skills, expertise, and industry knowledge required to succeed in the position available.

Additionally, the career highlights of which I am most proud of include:

- Personally handled all goods and procedures as a Stores Inspector and held an Inspector's licence with Ryan Air.
- Developed and implemented a new Supply Training Programme in Abu Dhabi and directed a multi-cultural team in the same.
- Created the first Basic Food Hygiene Programme and a Healthy Menu System into the Base Mess Hall in Abu Dhabi.
- Communicated frequently with high ranking Civil Defence Officers and provided detailed verbal and written reports with targeted solutions relative to various logistical and supply problems.

After you have had an opportunity to review my CV, I am confident you will agree that I am a well-qualified applicant for the position of \_\_\_\_\_ and I look forward to meeting with you in person to elaborate further on how I can help you meet your immediate business needs.

Please feel free to contact me at the number or address provided so that we can arrange for a mutually convenient meeting time. Thank you very much for your time, attention, and forthcoming response.

Sincerely,

Marc Collins