**01 Month 2021 (bold)**

**FAMILY NAME, First name (CAP, uncap; bold)**

Temasek Polytechnic

Tampinese 1st Avenue

Singapore 688888

Mobile: (+65) 8888 888

Email: [xxx@gmail.com](mailto:xxx@gmail.com) <- Use gmail or outlook and no funky prefix

**EVERYTHING in this document is written in font: Arial Narrow, size 9.5; single space**

Jonathan Marsfield **(where possible, find out exactly who you are writing to)**

Director of Supply Chain Operations 🡨**Position**

Universal Hub 🡨**Organization’s Name**

Address

**Re: Business Development Manager – Supply Chain (Centered; Underlined; Bold)**

Dear Sir/Madam; or Hiring Manager; or Mr Marsfield **(where possible, find out exactly who you are writing to)**

Please find attached my resume for your review and consideration in reference to your recent announcement of the Business Development Manager role as featured on LinkedIn (or Jobsstreet, or some other job posting system). After attending [insert company or firm’s name here] information session at Temasek Polytechnic and/or doing further research on your website, I am most impressed by your organization’s commitment to provide world-class logistical services in the healthcare sector. I have a solid background in supply chain logistics and foresee that a career in your organization will provide the dynamic exposure necessary for my growth as a supply chain specialist.

Paragraph 1: **Refer to the position you or type of work you are applying for. Identify how you found out about this position (for example through online portal or through a business contact), briefly (in one or two sentences) introduce yourself and explain your interest in the job and something about the company that attracts you.** *Another Example: Following a recommendation from David McAvoy, Director of Sales at Universal Hub, I wish to express my interest in the role of Business Development Manager – Supply Chain, as advertised on your website. I expect to graduate by 1 May 2021. My interest and training are directly aligned with the requirements of this position and I am committed to contributing my efforts to a world-class logistics provider in order to enhance my professional growth.*

With 6+ years of business development experience in international logistics, I am an experienced professional who understands the importance of understanding local, regional and foreign import/export regulations and documentation. Having worked in two of the top commercial logistic operations, I have accumulated a proven track-record of spearheading supply chain and logistic projects, ranging from warehousing to transportation globally to conducting root cause identification, in-depth analysis on strategic development and corrective planning to achieve the strengthening of day-to-day operational capabilities while aligning operations to business goals.

Paragraph 2: **Present a summarized version of your Personal Value Proposition (strengths and what you bring to the table). Avoid starting your sentences with “I” in this section.**

Again, please find my resume attached for your review and I look forward to the opportunity to meet with you to learn more about your firm, its plans and goals, and how I might contribute to its continued success. Please feel free to contact me by phone (+65) 8888 888 or email at [123@gmail.com](mailto:123@gmail.com) and thank you for considering my application.

Paragraph 3: **Close with a request for action and thank them for their consideration.** Another Example: *I have included my resume for your review and would welcome the opportunity to demonstrate my abilities and to further explain my experience at your convenience. Please feel free to contact me by the phone number (+65) 8888 888 or email at* [*123@gmail.com*](mailto:123@gmail.com)*. Thank you for considering my application.*

Thanking you in advance, sincerely or warm regards, whichever you prefer

**FAMILY NAME, First name (CAP, uncap; bold)**

TomoWork Participant 2021