


# TARA NGUYE

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## Entry-Level Inventory Control Clerk

To David Markson

Central Distribution Warehouse

Dear Hiring Manager,

I am writing to express my interest in the Entry-Level Inventory Control Clerk position at Central Distribution Warehouse. As a recent graduate with a Bachelor's degree in Supply Chain Management, I am eager to kick-start my career in the logistics industry and believe that this role would be the perfect opportunity for me.

In my previous internship at a retail company, I gained hands-on experience in inventory management and control. My responsibilities included conducting daily stock counts, reconciling inventory discrepancies, and preparing reports for senior management. Through this experience, I have developed a strong understanding of inventory control principles and have honed my analytical skills.

One of my biggest achievements during this internship was implementing a new inventory tracking system that resulted in a 15% reduction in stock shrinkage within the first month of implementation. This not only saved the company money but also improved overall efficiency in the warehouse.

My attention to detail and organizational skills have been commended by my supervisors, and I am confident that these qualities will allow me to excel in this role at Central Distribution Warehouse. Additionally, I am highly proficient in using inventory management software such as SAP and Excel, which will enable me to quickly adapt to your company's systems.

As an individual who thrives in fast-paced environments, I am excited about the opportunity to work at Central Distribution Warehouse. With my strong work ethic, eagerness to learn, and ability to work well under pressure, I am confident that I will make a positive contribution to your team.

Thank you for considering my application. I look forward to discussing how my skills and experience can benefit your company further.

Sincerely,

Tara Nguye