**Jenny Austin  
Inventory Associate**

123 Your Street, Your City, ST 12345, (123) 456-7890, email@maxresumes.com

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4th September 20XX

[Hiring Manager]

123 Address St

Anytown, ST 12345

Dear [Hiring Manager],

I am writing to apply for the Inventory Associate position at [Company Name]. With my strong skills in ordering, stocking, and inventory control, combined with my commitment to providing excellent customer service, I believe I am the ideal candidate for this role.

I have extensive experience in inventory management, gained during my previous positions as an Inventory Control Specialist at [Company Name] and a Warehouse Clerk at [Company Name]. In these roles, I have become proficient in using inventory management software, running inventory reports, and performing cycle counts. I also have experience in shipping, receiving, tracking orders, and maintaining inventory records.

I have proven success in reducing inventory costs and improving accuracy and efficiency in the inventory process. I am highly detail- oriented and have the ability to work independently and as part of a team. I also have excellent customer service and communication skills, which have enabled me to effectively collaborate with both internal and external stakeholders.

I am confident that my experience and skills make me an ideal candidate for the Inventory Associate position. I am eager to discuss how I can contribute to the success of your company.

Thank you for your consideration.

Sincerely,

**Your Name**

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