**Jenny Austin  
Stockroom 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 express my interest in the Stockroom Associate position at [Company Name]. With a strong background in inventory management, I am confident that I possess the necessary skills and experience to excel in this role.

Having worked for [Company Name] for the past five years as a Stockroom Associate, I am highly experienced in all aspects of inventory management. I am well- versed in coordinating the ordering and tracking of stock and supplies, as well as predicting inventory needs and adjusting orders accordingly. I am also experienced in supervising inventory receiving, stocking, restocking, and order filling procedures.

In addition, I have excellent multitasking and problem- solving skills. I have a knack for resolving inventory- related issues as they arise, and I am great at keeping track of products, pricing, and other details. I am also familiar with using a variety of software such as Microsoft Office, QuickBooks, and ERP systems.

I am eager to bring my knowledge and experience to the team at [Company Name]. I am confident that I can help the stockroom run smoothly and efficiently. Thank you for your time and consideration.

Sincerely,

**Your Name**

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