ALEX CARTER
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November 5, 2026

Hiring Team
Example Company

Re: Operations Coordinator

Dear Hiring Team,

I am applying for the Operations Coordinator position at Example Company. As an Army veteran with civilian logistics experience and a Bachelor of Science in Business Administration from Example State College, I offer a practical combination of inventory discipline, team coordination and clear communication.

At Example Logistics Group, I coordinate inbound shipments and stock availability with warehouse, purchasing and customer service teams. I maintain 99% inventory-record accuracy through cycle counts and discrepancy reviews, and use NetSuite and Excel to track stock movements and open orders. Introducing a receiving checklist also helped improve documentation consistency across shifts.

My service as a Unit Supply Sergeant in the U.S. Army strengthened my attention to equipment accountability, supply records and dependable follow-through. I coordinated equipment issue and resupply priorities using GCSS-Army, and trained four soldiers in inventory procedures and documentation. Those responsibilities taught me to communicate clearly, prepare carefully and support the people who depend on accurate information.

I would welcome the opportunity to bring that approach to Example Company's operations team. Thank you for considering my application. I look forward to discussing how my military and civilian experience could support your organization.

Sincerely,
Alex Carter