

**Lisa Mustermeier**

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Mr. Daniel Smith  
Head of Human Resources  
Muster Inc.  
2 Example Ave  
Intern Beach, FL 12345  
USA

Dear Mr. Smith:

Thank you very much for taking the time to discuss with me the opportunities in your company over the phone yesterday. I understand that your organization excels in providing international logistics solutions. As a recent graduate specializing in logistics and supply chain management with extensive international experience, I would like to apply for the position of Project Manager International Logistics.

During my studies of Industrial Engineering at Karlsruhe Institute of Technology (KIT), I have shown particular academic achievements in the field of Supply Chain Management. While working at Sick AG, I have gained hands-on experience in an international industrial company. During this internship, I exceeded my supervisor's expectations by implementing measures to effect a 20% reduction in faulty output. Moreover, I have become a proficient user of SAP R/3 MM by using it almost daily in my work.

In addition to my technical knowledge, I would bring strong intercultural competencies to Muster Inc., which I have gained during stays in China and Australia, among others. While working in international teams, I was also able to put my fluent English language skills to the test.

After six years of providing outstanding customer services to our banking clients, I am convinced my experience and qualification would benefit your organization. I would welcome the opportunity to discuss my application with you and look forward to hearing from you. Thank you for your consideration.

Yours sincerely,

Lisa Mustermeier