

[Your Name]
[Your Phone Number]
[Your Email Address]
[Your LinkedIn Profile URL]

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the Logistics Coordinator position at [Company Name]. I was recently speaking with [Referral Name], who currently works as [Referral's Job Title] at your company, and they highly recommended that I reach out regarding this opportunity.

With [Number] years of experience in supply chain management and transportation coordination, I have developed a strong expertise in optimizing route efficiency, managing vendor relationships, and ensuring timely delivery schedules. At my previous role with [Previous Company Name], I successfully [mention a specific logistics achievement, e.g., reduced freight costs by 15% or maintained a 99% on-time delivery rate].

[Referral Name] mentioned that [Company Name] is currently focusing on [specific company goal or project], and I believe my background in [specific skill like international shipping, inventory control, or ERP software] would make me a valuable asset to your logistics team.

I have attached my resume for your review and would appreciate the opportunity to discuss how my logistics coordination experience can support [Company Name]'s operational goals.

Thank you for your time and consideration.

Sincerely,

[Your Name]