

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

[Date]

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

RE: Application for International Logistics Specialist - Referred by [Name of Person Who Referred You]

Dear [Mr./Ms./Mx. Last Name],

I am writing to express my interest in the International Logistics Specialist position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Title/Relationship] at your organization. Having worked closely with [Referral Name] in the past, they suggested my background in global supply chain management and customs compliance would be an ideal fit for your logistics team.

With [Number] years of experience in international freight forwarding and multimodal transportation, I have developed a deep expertise in optimizing global shipping routes and reducing lead times. In my previous role at [Previous Company], I successfully managed [Specific Region/Market] trade lanes and ensured 100% compliance with [Specific Regulations, e.g., Incoterms 2020 or ITAR].

My core competencies include:

- Strategic carrier negotiation and contract management.
- Proficiency in ERP and TMS software (e.g., SAP, Oracle, or CargoWise).
- Expertise in international documentation including Bills of Lading, Commercial Invoices, and Certificates of Origin.
- Risk mitigation regarding tariff fluctuations and port congestion.

I have long admired [Company Name]'s reputation for [mention a specific company achievement or value], and I am confident that my analytical approach to logistics coordination will contribute to your operational efficiency. I look forward to the possibility of discussing how my skills in global distribution can support your upcoming projects.

Thank you for your time and consideration. I have attached my resume for your review and look forward to hearing from you.

Sincerely,

[Your Signature]

[Your Printed Name]