

[Your Full Name]
[Your Address]
[Phone Number]
[Email Address]
[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Logistics Management Specialist position at [Company Name], as recommended to me by [Referral Name], who currently serves as [Referral's Job Title] within your organization. Having worked closely with [Referral Name] in the past, they suggested that my background in supply chain optimization and strategic planning would align well with your team's current initiatives.

With [Number] years of experience in logistics and distribution management, I have developed a specialized skill set in streamlining complex operations. My expertise includes overseeing end-to-end lifecycle logistics, managing vendor relationships, and implementing data-driven inventory control systems that reduce overhead while maintaining high service standards. In my previous role at [Previous Company], I successfully [mention a specific achievement, e.g., reduced transportation costs by 15% or integrated a new ERP system].

The reputation of [Company Name] for [mention a specific company strength, e.g., innovative global distribution or sustainable logistics] is what draws me to this opportunity. I am eager to apply my technical proficiency in [mention software, e.g., SAP, Oracle, or TMS] and my commitment to operational excellence to help your department meet its logistical targets.

I have attached my resume for your review and would appreciate the opportunity to discuss how my experience can contribute to the continued success of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature]
[Your Printed Name]