

[Your Name]  
[Your Phone Number]  
[Your Email]  
[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 3PL 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] at [Previous Shared Company/Project], they suggested my background in supply chain optimization and carrier management would align well with your current operational goals.

With [Number] years of experience in third-party logistics, I have developed a specialized skill set in coordinating complex freight movements and improving warehouse efficiency. In my previous role at [Previous Company], I successfully managed [Specific Metric, e.g., \$2M annual freight spend] and achieved a [Percentage]% reduction in shipping lead times through strategic vendor renegotiations and the implementation of [Specific Software/Process].

My expertise includes:

- Optimizing end-to-end supply chain visibility and performance monitoring.
- Managing high-volume domestic and international carrier relationships.
- Utilizing TMS and ERP systems to streamline inventory documentation and reporting.
- Resolving complex logistical bottlenecks to maintain high customer satisfaction levels.

I am eager to bring my proactive approach to logistics management to the team at [Company Name]. I have attached my resume for your review and look forward to the possibility of discussing how my experience can support your logistics objectives.

Thank you for your time and consideration.

Sincerely,

[Your Name]