

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

[Date]

[Hiring Manager Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Hiring Manager Name],

I am writing to express my strong interest in the **Internal Logistics Coordinator** position at [Company Name]. As a detail-oriented professional with a foundation in [your degree or previous industry], I am eager to apply my organizational skills and process-driven mindset to optimize your internal supply chain operations.

During my time at [Previous Company or University], I developed a keen ability to manage competing priorities and coordinate complex schedules. I am particularly drawn to [Company Name] because of your reputation for [mention a specific company achievement or value]. I am confident that my proficiency in [Software/Tool, e.g., Excel, ERP systems] and my commitment to operational efficiency will allow me to contribute effectively to your logistics team.

Key strengths I bring to this entry-level role include:

- Strong analytical skills for tracking inventory and identifying bottlenecks.
- Effective communication for collaborating across departments (warehousing, procurement, and shipping).
- A proactive approach to problem-solving and maintaining workflow continuity.
- Dedication to accuracy in data entry and documentation management.

I am eager to bring my work ethic and enthusiasm for logistics to [Company Name]. I have attached my resume for your review and look forward to the possibility of discussing how my skills align with your current needs.

Sincerely,

[Your Signature (if sending by mail)]
[Your Printed Name]