

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

RE: Internal Logistics Coordinator Position

Dear [Hiring Manager Name],

I am writing to express my interest in the Internal Logistics Coordinator position at [Company Name]. With a background in fleet operations and supply chain coordination, I am confident in my ability to optimize your internal transport networks and maintain high standards of fleet efficiency.

In my previous roles, I have developed expertise in [List Key Skill, e.g., Route Optimization], [List Key Skill, e.g., Vehicle Maintenance Scheduling], and [List Key Skill, e.g., Regulatory Compliance]. I am adept at managing the complexities of driver scheduling and asset tracking to ensure seamless internal movement of goods and equipment.

I am particularly drawn to [Company Name] because of [Specific Company Detail]. I am eager to apply my analytical approach to logistics to help your team reduce operational downtime and improve cost-effectiveness.

My attached resume provides further detail on my technical proficiencies with [Mention Specific Software/Telematics Tools]. I look forward to the possibility of discussing how my experience aligns with the goals of your fleet management department.

Sincerely,

[Your Signature]

[Your Printed Name]