

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

[Date]

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

Dear [Hiring Manager Name],

Regarding the **Senior Internal Logistics Coordinator** position at [Company Name], I am submitting my application to leverage my [Number] years of experience in supply chain optimization and warehouse management to enhance your internal operations.

In my previous role at [Previous Company], I specialized in streamlining material flow and reducing operational bottlenecks. My background includes managing complex inventory systems, overseeing cross-functional teams, and implementing [Specific Software or Methodology, e.g., Lean Six Sigma/SAP]. During my tenure, I successfully [mention a specific achievement, e.g., reduced internal transit times by 15% or optimized warehouse layout for a 20% increase in pick efficiency].

My core competencies include:

- Advanced Resource Planning & Scheduling
- End-to-End Workflow Optimization
- Vendor & Stakeholder Management
- Regulatory Compliance & Safety Standards
- Data-Driven Performance Tracking (KPIs)

I am particularly drawn to [Company Name] because of your reputation for [mention a company value or recent project]. I am confident that my analytical approach to logistics and my commitment to operational excellence will allow me to contribute immediately to your team's success.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the strategic goals of [Company Name].

Sincerely,

[Your Name]