

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

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Outbound Logistics Manager position at [Company Name], as advertised on [Platform/Job Board]. With [Number] years of experience in supply chain management and a proven track record of optimizing distribution networks, I am confident in my ability to streamline your outbound operations and reduce shipping lead times.

In my previous role as [Current/Previous Title] at [Previous Company], I successfully managed the dispatch and delivery of [Volume/Value] of goods annually. I spearheaded initiatives that resulted in a [Percentage]% reduction in freight costs and improved on-time delivery rates to [Percentage]%. My expertise lies in carrier negotiations, warehouse management system (WMS) integration, and ensuring compliance with international shipping regulations.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am eager to apply my skills in route optimization and multi-modal transportation strategy to help your logistics department achieve its KPIs and enhance customer satisfaction through reliable fulfillment.

Attached is my resume, which provides further detail on my professional background and technical proficiencies in [Specific Software/Tools]. I look forward to the possibility of discussing how my experience in outbound logistics can contribute to the continued success of [Company Name].

Thank you for your time and consideration.

Sincerely,

[Your Full Name]