

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/City, State]

[Date]

[Hiring Manager's Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Last Name],

I am writing to express my interest in the Logistics Operations Assistant position at [Company Name], as advertised on [Where you found the job post]. With my background in [relevant experience or education] and my commitment to operational efficiency, I am eager to contribute to your logistics team.

During my previous experience at [Previous Company or Project], I developed a strong foundation in supply chain support, including [Skill 1: e.g., inventory tracking], [Skill 2: e.g., shipment scheduling], and [Skill 3: e.g., vendor communication]. I am particularly adept at utilizing [Software/Tool Name] to monitor workflows and ensure that deadlines are met consistently. My focus is always on minimizing delays and maintaining precise documentation to support seamless warehouse and transport operations.

I am impressed by [Company Name]'s reputation for [mention a specific company achievement or value]. I am confident that my detail-oriented approach and ability to solve problems in fast-paced environments will make me a valuable asset to your operations department.

Thank you for your time and consideration. I look forward to the possibility of discussing how my skills align with the needs of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Typed Name]