

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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 Distribution Center Logistics Assistant position at [Company Name], as advertised on [Platform/Source]. With a strong background in [Relevant Skill, e.g., inventory management/warehouse operations] and a commitment to operational efficiency, I am eager to contribute to your logistics team.

In my previous experience at [Previous Company], I was responsible for [Key Responsibility, e.g., coordinating inbound shipments/tracking inventory levels]. I successfully [Mention a specific achievement, e.g., reduced processing time by 15%/maintained 99% inventory accuracy]. These experiences have equipped me with the ability to handle high-volume workflows and maintain organized documentation in a fast-paced environment.

I am particularly drawn to [Company Name] because of your reputation for [Mention a company value or recent achievement]. I am confident that my proficiency in [Specific Software/Equipment, e.g., WMS software/forklift operation] and my attention to detail will help maintain the high standards of your distribution center.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills can support the logistics goals of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Full Name]