

[Your Full Name]
[Your Address]
[Your Phone Number]
[Your Email]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Entry Level Logistics Assistant position at [Company Name] as advertised on [Platform/Website]. With a strong foundation in [Your Degree or Relevant Certification] and a keen interest in supply chain management, I am eager to contribute to the operational efficiency of your team.

During my [previous education/internship/work experience], I developed strong organizational skills and a meticulous attention to detail. I am proficient in [Software/Tool, e.g., Microsoft Excel or ERP systems] and have experience in [relevant skill, e.g., data entry, inventory tracking, or scheduling]. I am committed to ensuring that shipments are processed accurately and deadlines are met consistently.

I am particularly drawn to [Company Name] because of your reputation for [specific company attribute, e.g., sustainable logistics or fast distribution]. I am a quick learner who is ready to handle the fast-paced demands of a warehouse and office environment while maintaining high standards of quality control.

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

Sincerely,

[Your Name]