

[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 Freight Forwarding Assistant position at [Company Name] as advertised on [Platform/Source]. With my background in [relevant field/education] and a strong commitment to logistics excellence, I am eager to contribute to your operations team.

During my previous experience at [Previous Company/Relevant Project], I developed key skills in [list 2-3 skills, e.g., cargo tracking, documentation preparation, or carrier coordination]. I am well-versed in the complexities of [International/Domestic] shipping regulations and have a proven ability to manage high volumes of data with precision.

I am particularly drawn to [Company Name] because of your reputation for [specific company achievement or specialty]. I am confident that my organizational skills and proactive approach to problem-solving will help streamline your supply chain processes and maintain high levels of client satisfaction.

Thank you 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] [Your Printed Name]