

[Your Full Name]

[Address]

[Phone Number]

[Email Address]

[LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

Dear [Hiring Manager Name or "Hiring Team"],

I am writing to express my enthusiastic interest in the **Graduate Logistics Assistant** position at [Company Name], as advertised on [Source of Job Post]. Having recently graduated with a degree in [Degree Subject, e.g., Supply Chain Management/Business Administration] from [University Name], I am eager to apply my analytical skills and theoretical knowledge to your logistics operations.

During my studies, I focused on [Specific Area, e.g., inventory control, global distribution, or procurement]. I developed a strong foundation in data analysis and process optimization, achieving [Specific Academic Achievement or Grade]. My experience with [Software/Tool, e.g., Excel, SAP, or ERP systems] has prepared me to handle the technical demands of tracking shipments and managing stock levels efficiently.

In addition to my academic background, I possess [Soft Skill, e.g., strong problem-solving abilities or clear communication skills] developed through [Experience, e.g., an internship or part-time role]. At [Previous Organization/Project], I successfully [Specific Action, e.g., assisted in streamlining a delivery schedule or reduced documentation errors]. I am particularly drawn to [Company Name] because of your reputation for [Specific Reason, e.g., innovative supply chain solutions or commitment to sustainability].

I am confident that my detail-oriented approach and passion for logistics will allow me to contribute positively to your team from day one. Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the goals of [Company Name].

Sincerely,

[Your Full Name]