

**[Your Full Name]**  
[Phone Number]  
[Email Address]  
[LinkedIn Profile URL]  
[City, State, Zip Code]

[Date]

[Hiring Manager Name]  
[Title]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

## **RE: Application for Import Export Logistics Assistant Position**

Dear [Hiring Manager Name],

I am writing to express my interest in the Import Export Logistics Assistant position at [Company Name] as advertised on [Platform/Website]. With my background in [mention degree or years of experience], I am eager to contribute to the efficiency of your supply chain and international trade operations.

In my previous experience at [Previous Company/Internship], I developed a strong foundation in [mention specific skill: e.g., customs documentation, freight forwarding, or Incoterms]. I am proficient in managing [specific task: e.g., Bill of Lading, Commercial Invoices, or Certificate of Origin] and have a proven track record of ensuring compliance with [mention specific regulations: e.g., CBP or international shipping standards].

Key strengths I would bring to your logistics team include:

- Accurate preparation and filing of shipping documentation to prevent customs delays.
- Effective communication with domestic and international carriers to track shipments.
- Proficiency in logistics software and ERP systems such as [mention software: e.g., SAP, Oracle, or CargoWise].
- Strong analytical skills used to optimize shipping routes and reduce transit costs.

I am particularly drawn to [Company Name] because of your reputation for [mention a company achievement or market position]. I am confident that my attention to detail and ability to handle high-pressure environments will make me an asset to your logistics 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 Printed Name]