

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/Portfolio URL]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my enthusiastic interest in the Junior Logistics Operations Assistant position at [Company Name], as advertised on [Platform/Source]. With a foundational understanding of supply chain principles and a commitment to operational efficiency, I am eager to contribute to your logistics team.

During my [Education/Previous Experience], I developed strong skills in inventory tracking, data entry, and vendor communication. I am particularly proficient in [Relevant Software, e.g., Excel, ERP systems] and have a proven track record of maintaining accuracy in fast-paced environments. At [Previous Company/University Project], I successfully [Briefly describe a relevant achievement, e.g., assisted in streamlining a delivery schedule or reducing documentation errors].

I am drawn to [Company Name] because of your reputation for [Specific Company Value or Recent Achievement]. I am confident that my detail-oriented approach and ability to solve problems under pressure will help maintain the high standards of your distribution network.

Thank you for your time and consideration. I look forward to the possibility of discussing how my background in logistics operations can support the continued growth of [Company Name].

Sincerely,

[Your Name]