

[Your Full Name]
[Phone Number]
[Email Address]
[LinkedIn Profile/City, State]

[Date]

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

Dear [Hiring Manager Name],

I am writing to express my interest in the Logistics Support Specialist position at [Company Name], as advertised on [Platform where you found the job]. With a proven track record in supply chain coordination and operational efficiency, I am eager to contribute to the seamless execution of your logistics strategy.

In my previous role at [Previous Company], I was responsible for [Key Responsibility, e.g., managing vendor relationships or coordinating international shipments]. During this time, I successfully [Specific Achievement, e.g., reduced shipping delays by 15% or implemented a new inventory tracking system]. My expertise includes:

- [Skill 1: e.g., Warehouse Management Systems (WMS) / SAP]
- [Skill 2: e.g., Route Optimization and Freight Forwarding]
- [Skill 3: e.g., Regulatory Compliance and Documentation]

I am highly organized, detail-oriented, and thrive in fast-paced environments where proactive problem-solving is essential. I am confident that my technical skills and dedication to cost-effective logistics make me a strong candidate for your team.

I look forward to the possibility of discussing how my background aligns with the goals of [Company Name]. Thank you for your time and consideration.

Sincerely,

[Your Signature (if sending by mail)]
[Your Full Name]