

**[Your Full Name]**

[Street Address]

[City, State, Zip Code]

[Phone Number]

[Email Address]

[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 Shipping and Receiving Logistics Assistant position at [Company Name], as advertised on [Platform/Source]. With a strong background in warehouse operations, inventory management, and supply chain coordination, I am confident in my ability to contribute to the efficiency of your logistics team.

In my previous role at [Previous Company], I gained hands-on experience managing incoming and outgoing shipments, verifying freight manifests, and ensuring 100% accuracy in documentation. I am proficient in using [Mention software, e.g., SAP, Oracle, or WMS] and am skilled in operating warehouse equipment such as forklifts and pallet jacks. My focus has always been on maintaining a safe, organized workspace while meeting strict delivery deadlines.

I am particularly drawn to [Company Name] because of your reputation for [mention a company strength, e.g., fast distribution or quality service]. I am eager to bring my attention to detail and problem-solving skills to help streamline your receiving processes and minimize discrepancies.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience aligns with the needs of your logistics department.

Sincerely,

[Your Signature (if sending by mail)]

**[Your Printed Name]**