

[Your Full Name]

[Your Phone Number]

[Your Email Address]

[Your LinkedIn Profile/Portfolio]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

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

I am writing to express my interest in the Third Party Logistics (3PL) Assistant position at [Company Name] as advertised on [Platform Name]. With a strong background in [Key Skill: e.g., supply chain coordination, warehouse management, or data entry], I am eager to contribute to the efficiency and reliability of your logistics operations.

During my previous experience at [Previous Company], I successfully managed [Specific Task: e.g., carrier scheduling, inventory tracking, or shipment documentation]. I am highly proficient in [Software: e.g., WMS, ERP systems, or Excel] and have a proven track record of resolving shipping discrepancies and maintaining high levels of client satisfaction. My ability to multitask in fast-paced environments ensures that lead times are met and operational costs are minimized.

I am particularly drawn to [Company Name] because of your reputation for [Company Achievement or Value]. I am confident that my attention to detail and communication skills will make me a valuable asset to your logistics team.

Thank you for your time and for considering my application. I look forward to the possibility of discussing how my skills align with the needs of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]