

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

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

During my previous experience at [Previous Company Name], I was responsible for [List key responsibility, e.g., processing inbound shipments and maintaining stock accuracy]. I am proficient in using [Mention specific software or tools, e.g., SAP, WMS, or Forklift operation] and have a proven track record of meeting strict deadlines while maintaining high safety standards. My attention to detail ensures that orders are picked, packed, and dispatched with 100% accuracy.

I am particularly drawn to [Company Name] because of your reputation for [Mention a company achievement or value]. I am eager to bring my physical stamina, organizational skills, and collaborative mindset to your logistics team to help streamline workflow and minimize overhead costs.

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 / Printed Name]