

[Your Full Name]

[Address, City, State, Zip Code]

[Phone Number] | [Email Address]

[LinkedIn Profile Link]

[Date]

[Hiring Manager Name]

[Title]

[Company Name]

[Company Address]

Re: Freight Forwarding Operations Executive Application

Dear [Hiring Manager Name],

I am writing to express my interest in the Logistics Operations Executive position at [Company Name], as advertised on [Platform Name]. With a proven track record in end-to-end supply chain coordination and international freight management, I am confident in my ability to optimize your shipment workflows and enhance client satisfaction.

In my previous role at [Previous Company], I specialized in managing [Air/Sea/Land] freight operations, ensuring strict compliance with [Customs/Incoterms/Trade Regulations]. Key highlights of my professional experience include:

- Managing high-volume bookings and documentation for [Import/Export] shipments.
- Negotiating competitive rates with carriers and vendors to improve profit margins.
- Resolving complex logistical bottlenecks to ensure on-time delivery KPIs were met.
- Utilizing [Specific Software, e.g., CargoWise, SAP] for real-time tracking and reporting.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Strength, e.g., global network reach or sustainable logistics]. I am eager to bring my expertise in multimodal transport and vendor management to your team to help streamline operational efficiency.

Thank you for your time and consideration. I look forward to the possibility of discussing how my operational skills can support [Company Name]'s logistics objectives.

Sincerely,

[Your Signature]

[Your Printed Name]