

[Your Full Name]

[Address] | [Phone Number] | [Email Address] | [LinkedIn Profile URL]

[Date]

[Hiring Manager Name]

[Company Name]

[Company Address]

RE: International Logistics Operations Executive - [Job Reference Number]

Dear [Hiring Manager Name/Title],

[Introduction: State your interest in the position and provide a high-level summary of your years of experience in supply chain, freight forwarding, or global trade compliance.]

[Core Competencies: Detail your expertise in managing end-to-end global shipments, navigating customs regulations (e.g., Incoterms, HS Codes), and optimizing multimodal transportation networks. Mention specific regions or trade lanes you have managed.]

[Operational Impact: Highlight 2-3 key achievements, such as reducing transit times, implementing cost-saving carrier strategies, or improving warehouse efficiency and KPI reporting.]

[Soft Skills/Tools: Mention your proficiency in ERP systems, TMS software, and your ability to manage vendor relationships and cross-functional teams in a fast-paced environment.]

[Closing: Reiterate your enthusiasm for the role and express your desire for an interview to discuss how your operational background aligns with the company's logistical goals.]

Sincerely,

[Your Signature]

[Your Printed Name]