

[Full Name]

[Phone Number] | [Email Address]

[LinkedIn Profile] | [City, State]

[Date]

[Hiring Manager Name]

[Title]

[Company Name / 3PL Firm]

[Company Address]

Dear [Hiring Manager Name],

I am writing to express my interest in the 3PL Operations Executive position at [Company Name]. With a proven track record in end-to-end supply chain management and a focus on optimizing complex logistics networks, I am confident in my ability to enhance your operational efficiency and client satisfaction levels.

In my previous role at [Previous Company], I successfully managed [Number] accounts, overseeing warehousing, distribution, and freight forwarding operations. My core strengths include [Specific Skill, e.g., Vendor Management], [Specific Skill, e.g., Last-Mile Optimization], and [Specific Skill, e.g., WMS Implementation]. I have consistently met and exceeded KPIs related to order accuracy, inventory turnover, and cost reduction.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Strength or Recent Project]. I am eager to bring my expertise in [Technical Tool or Methodology, e.g., Six Sigma / Lean Logistics] to help your team navigate the current challenges of global trade and domestic fulfillment.

Thank you for your time and consideration. I look forward to the possibility of discussing how my operational background aligns with the goals of [Company Name].

Sincerely,

[Your Signature]

[Your Printed Name]