

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

[Date]

[Hiring Manager Name]
[Title]
[Company Name]
[Company Address]

Dear [Hiring Manager Name/Department Head],

I am writing to express my interest in the Fleet Management Specialist position at [Company Name]. With a strong background in logistics coordination, vehicle lifecycle management, and regulatory compliance, I am confident in my ability to optimize your fleet operations and reduce overhead costs.

In my previous role at [Previous Company], I managed a fleet of [Number] vehicles. I successfully implemented [Specific Software/System] which improved fuel efficiency by [Percentage]% and reduced maintenance downtime by [Percentage]%. My expertise includes vendor negotiations, DOT compliance monitoring, and data-driven preventive maintenance scheduling.

I am particularly drawn to [Company Name] because of your commitment to [Specific Company Goal or Value]. I am eager to apply my analytical skills and mechanical knowledge to ensure your fleet remains safe, efficient, and cost-effective.

Thank you for your time and consideration. I look forward to discussing how my experience in fleet optimization can benefit your team.

Sincerely,

[Your Name]