

[Your Full Name]

[Phone Number] | [Email Address]

[City, State, Zip Code]

[LinkedIn Profile URL]

[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 **Import Export Coordinator** position at [Company Name], as advertised on [Platform/Source]. With a strong background in international logistics, customs compliance, and supply chain documentation, I am confident in my ability to streamline your global trade operations.

In my previous role at [Current/Previous Company], I managed high-volume international shipments and ensured 100% compliance with [Specific Regulations, e.g., EAR, ITAR, or Incoterms]. I have a proven track record of reducing transit times by [Percentage]% and negotiating competitive freight rates with carriers. My expertise includes preparing pro forma invoices, certificates of origin, and navigating complex HTS classifications.

I am particularly drawn to [Company Name] because of your reputation for [Specific Company Achievement or Goal]. I am eager to bring my meticulous attention to detail and my proficiency in [Specific Software, e.g., SAP, Oracle, or CargoWise] to help your team maintain seamless cross-border movements.

Thank you for your time and consideration. I look forward to the possibility of discussing how my experience in global logistics can contribute to the continued success of [Company Name].

Sincerely,

[Your Signature (if sending by mail)]

[Your Printed Name]